



TOWN OF CHARLESTOWN

**TOWN OF CHARLESTOWN**  
**2021—2022 Budget**  
**Town Council Approved Budget**  
**Adopted on June 7, 2021**  
**by Ballot Referendum**

**Town Council**

Deborah A. Carney, President  
Cody W. Clarkin, Vice President  
Susan J. Cooper  
Grace F. Klinger  
Bonnie Van Slyke

**Budget Commission Members**

Richard J. Sartor, Chairman  
Linda Phillips, Vice Chair  
Greg Plunkett, Secretary  
Arthur Haskins  
Paula Andersen

**Ex-officio Members**

Susan J. Cooper, Town Council Liaison  
Mark Stankiewicz, Town Administrator  
Irina Gorman, Town Treasurer

## **FISCAL YEAR 2021 – 2022 BUDGET INDEX**

### **INTRODUCTION & EXHIBITS**

Department Comparison to Prior Year (**Spreadsheet**)

**Page 1 – 1B**

### **GENERAL FUND REVENUES**

Revenue & Expenditure Summary by Category (pie charts)

**Page 2**

Revenue Summary (**Spreadsheet**)

**Page 3**

310 Tax Revenue

**Page 3A**

320 Intergovernmental Revenue

**Page 3A**

330 Public Record Revenue

**Page 3A**

340 Department Revenue

**Page 3A**

350 Other Revenue Detail

**Page 3B**

### **GENERAL FUND EXPENDITURES**

Expenditure Summary (**Spreadsheet**)

**Page 4 – 4a**

**Spreadsheet**

**Page 5**

410 Town Council

**Page 5A**

420 Town Administrator

**Page 5B**

430 Board of Canvassers

**Page 5C – 5D**

440 Treasurer

**Page 5E – 5F**

**Spreadsheet**

**Page 6**

445 Information Technology

**Page 6A – 6B**

450 Tax Assessor

**Page 6C – 6F**

455 GIS

**Page 6G – 6H**

460 Tax Collector

**Page 6I – 6J**

**Spreadsheet**

**Page 7**

470 Town Clerk

**Page 7A – 7B**

480 Town Planner

**Page 7C – 7D**

490 Central Services

**Page 7E – 7H**

**Spreadsheet**

**Page 8**

510 Police Department

**Page 8A – 8G**

**Spreadsheet**

**Page 9**

520 Building Inspector

**Page 9A – 9B**

530 Emergency Management

**Page 9C – 9E**

540 Animal Control

**Page 9F – 9G**

	<b>Spreadsheet</b>	<b>Page 10</b>
560	Public Assistance	Page 10A
570	Municipal Court	Page 10B
610	DPW Administration	Page 10C – 10D
620	DPW Highway & Roads	Page 10E – 10H
	<b>Spreadsheet</b>	<b>Page 11</b>
630	DPW Buildings & Grounds	Page 11A – 11D
640	CRCC Mandated Monitoring	Page 11E
660	Waste Water Management	Page 11F – 11G
	<b>Spreadsheet</b>	<b>Page 12</b>
720	Outside Agencies	Page 12A
730	Local Agencies	Page 12B
740	Boards & Commissions	Page 12C – 12E
780	Chariho Education	Page 12F
	<b>Spreadsheet</b>	<b>Page 13</b>
800	Senior Center/Community Center	Page 13A – 13C
810	Recreation Administration	Page 13D – 13E
	<b>Spreadsheet</b>	<b>Page 14</b>
815	Recreation Programs	Page 14A – 14E
820	Charlestown Town Beach	Page 14F -14I
830	Ninigret Park	Page 14J – 14L
	<b>Spreadsheet</b>	<b>Page 15</b>
850	Blue Shutters Beach	Page 15A – 15E
900	Debt Service	Page 15F – 15G
	<b>Spreadsheet</b>	<b>Page 16</b>
920	Employee Benefits	Page 16A – 16B
940	Professional Services	Page 16C
950	Town Insurance	Page 16D
960	Council Contingency	Page 16D
990	Capital Transfers & Improvements (spreadsheet)	Page 17 – 17A
	Five-Year Capital Expense (spreadsheet)	Page 17B – 17J
	<b>Spreadsheet (Transfers Out)</b>	<b>Page 18</b>
995	Transfers Out	Page 18A – 18B

#### **ENTERPRISE FUNDS**

05	Residential Collection Center Revenue/Expenditures (spreadsheet)	<b>Page 19</b>
05	Residential Collection Center Narratives	Page 19A – 19D
06	Coastal Ponds Revenues/Expenditures (spreadsheet)	<b>Page 20</b>
06	Coastal Ponds Expenditures Narratives	Page 20B – 20G

**TOWN OF CHARLESTOWN**  
**FISCAL YEAR 2020-2021**  
**DEPARTMENT COMPARISON TO PRIOR YEAR**

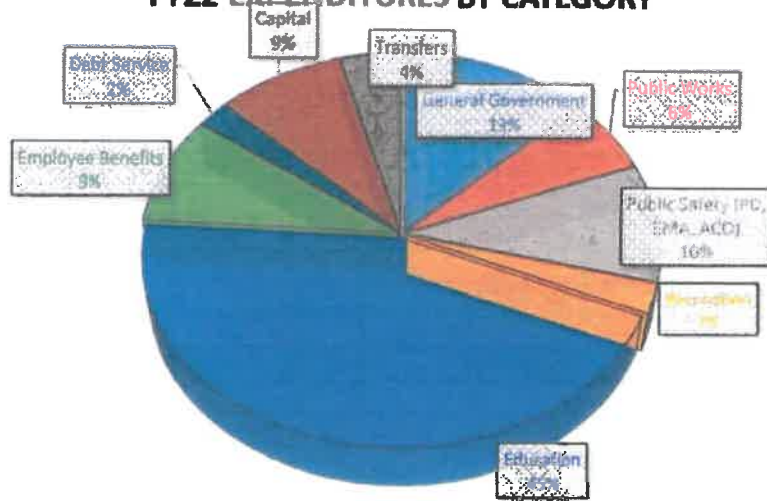
Dept Number	Department Name	FY 2021 Approved Budget	FY 2022 Requested Amount	FY22 Budget Commission	FY22 Town Council	\$ Change from Prior Year Budget	% Change from Prior Year Budget
410	Town Council	34,003	36,585	38,915	34,835	4,912	14.4%
420	Town Administrator	210,229	210,751	209,251	209,251	(978)	-0.5%
430	Board of Canvassers	30,280	28,900	28,900	28,900	(1,380)	-4.6%
440	Treasurer	263,891	272,574	270,574	270,574	6,683	2.5%
445	Information Technology	239,428	228,778	269,383	269,383	29,955	12.5%
450	Tax Assessor	169,187	171,416	170,316	170,316	1,129	0.7%
455	GIS	115,327	115,439	115,439	115,439	112	0.1%
460	Tax Collector	136,091	139,025	139,025	139,025	2,934	2.2%
470	Town Clerk	216,271	217,572	217,202	217,202	931	0.4%
480	Town Planner	137,505	138,354	137,154	137,154	(351)	-0.3%
490	Central Services	377,980	378,532	373,532	373,532	(4,448)	-1.2%
510	Police Department	2,736,856	2,787,129	2,787,129	2,787,129	50,273	1.8%
520	Building Inspector	296,376	302,996	298,696	298,696	2,320	0.8%
530	CEMA	74,889	81,739	77,489	77,489	2,600	3.5%
540	Animal Control	108,615	121,340	110,692	110,692	2,077	1.9%
560	Public Assistance	6,020	7,020	7,020	7,020	1,000	16.6%
570	Municipal Court	10,086	10,086	9,586	9,586	(500)	-5.0%
610	DPW Administration	178,290	183,489	180,889	180,889	2,599	1.5%
620	DPW Highway & Roads	1,116,094	1,252,800	1,164,837	1,168,917	48,743	4.4%
630	DPW Building & Grounds	340,439	401,013	387,813	387,813	47,374	13.9%
640	CRCC Mandated Monitoring	12,000	12,000	10,000	10,000	(2,000)	-16.7%
660	DPW Waste Water Management	145,982	147,461	127,811	127,811	(18,171)	-12.4%
740	Boards & Commissions	29,500	31,200	31,200	31,200	1,700	5.8%
800	Senior Center/Community Center	135,450	133,440	132,740	132,740	(2,710)	-2.0%
810	Recreation Administration	198,335	207,586	203,786	203,786	5,451	2.7%
815	Recreation Programs	150,259	150,009	150,009	150,009	(250)	-0.2%
820	Charlestown Beach	122,580	174,850	174,100	174,100	51,520	42.0%
830	Ninigret Park	47,048	52,048	48,362	48,362	1,314	2.8%

**TOWN OF CHARLESTOWN  
FISCAL YEAR 2020-2021  
DEPARTMENT COMPARISON TO PRIOR YEAR**

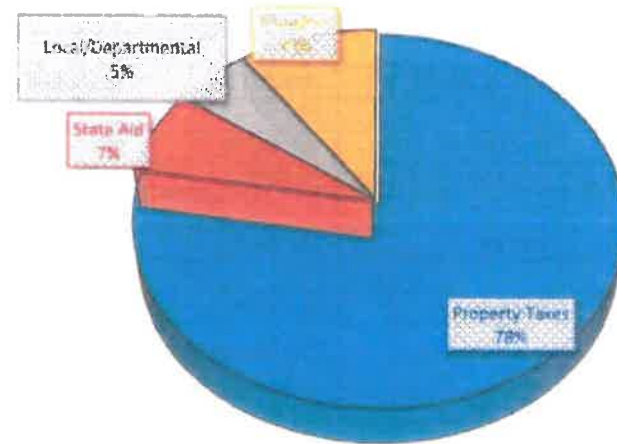
Dept Number	Department Name	FY 2021 Approved Budget	FY 2022 Requested Amount	FY22 Budget Commission	FY22 Town Council	\$ Change from Prior Year Budget	% Change from Prior Year Budget
850	Blue Shutters Beach	117,816	175,050	174,100	174,100	56,284	47.8%
900	Debt Service	993,554	646,941	646,941	646,941	(346,613)	-34.9%
920	Employee Benefits	2,538,611	2,652,548	2,655,330	2,655,330	116,719	4.6%
940	Professional Services	333,160	298,160	248,160	248,160	(85,000)	-25.5%
950	Town Insurance	261,123	311,815	311,815	311,815	50,692	19.4%
960	Council Contingency	50,000	50,000	262,300	262,300	212,300	424.6%
<b>Subtotal Department Budgets</b>		<b>11,933,275</b>	<b>12,128,646</b>	<b>12,170,496</b>	<b>12,170,496</b>	<b>237,221</b>	<b>2.0%</b>
720	Outside Agencies	24,500	33,900	24,500	24,500	-	0.0%
730	Local Agencies	553,901	642,893	617,693	617,693	63,792	11.5%
<b>Subtotal Outside Agencies</b>		<b>578,401</b>	<b>676,793</b>	<b>642,193</b>	<b>642,193</b>	<b>63,792</b>	<b>11.0%</b>
990	Capital Improvements	1,840,620	3,988,046	2,622,555	2,622,555	781,935	42.5%
995	Transfers Out	2,460,022	1,146,160	1,299,446	1,299,446	(1,160,576)	-47.2%
<b>Subtotal Capital and Transfers Out</b>		<b>4,300,642</b>	<b>5,134,206</b>	<b>3,922,001</b>	<b>3,922,001</b>	<b>(378,641)</b>	<b>-8.8%</b>
<b>Total Municipal Budget</b>		<b>16,812,318</b>	<b>17,939,645</b>	<b>16,734,690</b>	<b>16,734,690</b>	<b>(77,628)</b>	<b>-0.5%</b>
780	Chariho School	13,321,706	13,683,818	13,509,358	13,509,358	187,652	1.4%
<b>Total School Budget</b>		<b>13,321,706</b>	<b>13,683,818</b>	<b>13,509,358</b>	<b>13,509,358</b>	<b>187,652</b>	<b>1.4%</b>
<b>Grand Total Municipal &amp; School</b>		<b>30,134,024</b>	<b>31,623,463</b>	<b>30,244,048</b>	<b>30,244,048</b>	<b>110,024</b>	<b>0.4%</b>

TOWN OF CHARLESTOWN  
FISCAL YEAR 2021 - 2022

**FY22 EXPENDITURES BY CATEGORY**



**FY22 REVENUES BY CATEGORY**



**TOWN OF CHARLESTOWN  
FISCAL YEAR 2021 - 2022  
REVENUE SUMMARY**

Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY2021 Actual as of 12/31/2020	FY2022 Dept. Request	FY22 Town Administrator	FY2022 Budget Commission	FY2022 Town Council
Taxes	24,629,144	23,346,615	23,483,259	23,483,259	14,110,658	23,463,259	23,463,259	23,483,814	23,483,814
State Aid	2,205,721	2,223,962	2,088,984	2,088,984	721,770	1,997,362	1,997,362	2,152,889	2,152,889
Licenses and Fees	437,082	383,300	407,000	407,000	382,765	431,500	431,500	481,500	481,500
Departmental Revenue	1,158,580	1,196,670	1,009,900	1,009,900	585,826	984,000	984,000	1,009,000	1,009,000
Other	682,444	1,046,165	3,144,881	3,144,881	92,333	160,000	3,136,881	3,116,845	3,116,845
<b>Total</b>	<b>29,112,970</b>	<b>28,196,712</b>	<b>30,134,024</b>	<b>30,134,024</b>	<b>15,893,352</b>	<b>27,036,121</b>	<b>30,013,002</b>	<b>30,244,048</b>	<b>30,244,048</b>



**TOWN OF CHARLESTOWN  
FISCAL YEAR 2021 -2022  
REVENUE DETAIL**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3 26-21 approved	FY2022 Town Council
01.310.3100.000	REVENUE	Taxes - Current Year	\$24,056,882	\$22,920,684.63	\$23,035,659.00	\$23,035,659.00	\$13,804,650	\$23,035,659	\$23,035,659	\$23,056,214	\$23,056,214
01.310.3110.000	REVENUE	Taxes - Prior Year	\$389,546	\$292,154.76	\$300,000.00	\$300,000.00	\$246,363	\$300,000	\$300,000	\$300,000	\$300,000
01.310.3115.000	REVENUE	Interest Prior Yr Tax	\$174,575	\$126,717.95	\$140,000.00	\$140,000.00	\$59,644	\$120,000	\$120,000	\$120,000	\$120,000
01.310.3120.000	REVENUE	DEM Refuge Revenue (In Lieu of Tax)	\$8,141	\$7,058	\$7,600	\$7,600	\$0	\$7,600	\$7,600	\$7,600	\$7,600
			\$24,629,144	\$23,346,615	\$23,483,259	\$23,483,259	\$14,110,658	\$23,463,259	\$23,463,259	\$23,483,814	\$23,483,814
01.320.3220.000	REVENUE	State Parking Fees	\$25,496	\$28,665	\$27,500	\$27,500	\$37,379	\$27,500	\$27,500	\$30,000	\$30,000
01.320.3225.000	REVENUE	Beverage/Meals Tax	\$198,442	\$178,182	\$209,800	\$209,800	\$80,383	\$184,550	\$184,550	\$153,885	\$153,885
01.320.3235.000	REVENUE	State Aid Education	\$1,598,581	\$1,543,188	\$1,347,895	\$1,347,895	\$425,840	\$1,291,300	\$1,291,300	\$1,291,300	\$1,291,300
01.320.3240.000	REVENUE	Motor Vehicle Tax - State Reimbursement	\$243,559	\$307,354	\$352,034	\$352,034	\$128,064	\$350,000	\$350,000	\$516,866	\$516,866
01.320.3245.000	REVENUE	Public Service Corp. Tax	\$97,833	\$96,898	\$97,833	\$97,833	\$0	\$95,000	\$95,000	\$96,898	\$96,898
01.320.3250.000	REVENUE	Hotel Tax	\$41,811	\$69,676	\$53,922	\$53,922	\$50,104	\$49,012	\$49,012	\$63,940	\$63,940
			\$2,205,721	\$2,223,982	\$2,088,984	\$2,088,984	\$721,770	\$1,997,362	\$1,997,362	\$2,152,889	\$2,152,889
01.330.3310.000	REVENUE	Business Licenses	\$17,110	\$20,296	\$17,500	\$17,500	\$15,340	\$17,500	\$17,500	\$17,500	\$17,500
01.330.3320.000	REVENUE	Non-Business License	\$6,537	\$5,170	\$5,500	\$5,500	\$3,287	\$5,000	\$5,000	\$5,000	\$5,000
01.330.3330.000	REVENUE	Probate Fees	\$10,599	\$13,634	\$14,000	\$14,000	\$9,438	\$14,000	\$14,000	\$14,000	\$14,000
01.330.3340.000	REVENUE	Transfer Stamps	\$285,730	\$222,014	\$250,000	\$250,000	\$274,711	\$275,000	\$275,000	\$300,000	\$300,000
01.330.3350.000	REVENUE	Recording Fees	\$117,106	\$122,187	\$120,000	\$120,000	\$79,989	\$120,000	\$120,000	\$145,000	\$145,000
			\$437,082	\$383,300	\$407,000	\$407,000	\$382,765	\$431,500	\$431,500	\$481,500	\$481,500
01.340.3300.000	REVENUE	Tax Certificates	\$10,950	\$12,700	\$11,000	\$11,000	\$8,110	\$11,000	\$11,000	\$11,000	\$11,000
01.340.3405.000	REVENUE	Building Inspections	\$345,152	\$406,438	\$345,000	\$345,000	\$179,904	\$350,000	\$350,000	\$350,000	\$350,000
01.340.3415.000	REVENUE	Zoning Board	\$4,400	\$2,600	\$4,200	\$4,200	\$59	\$4,000	\$4,000	\$4,000	\$4,000
01.340.3420.000	REVENUE	Planning Fees	\$4,500	\$3,350	\$4,000	\$4,000	\$4,130	\$4,000	\$4,000	\$4,000	\$4,000
01.340.3425.000	REVENUE	Animal Control	\$6,405	\$4,709	\$6,000	\$6,000	\$330	\$5,000	\$5,000	\$5,000	\$5,000
01.340.3430.000	REVENUE	Police Department	\$40,002	\$28,322	\$25,000	\$25,000	\$14,617	\$25,000	\$25,000	\$25,000	\$25,000
01.340.3431.000	REVENUE	Police Vehicle Reimbursement	\$73,525	\$34,756	\$35,000	\$35,000	\$19,480	\$35,000	\$35,000	\$35,000	\$35,000
01.340.3435.000	REVENUE	Town Beach Parking	\$140,098	\$169,074	\$130,000	\$130,000	\$92,693	\$130,000	\$130,000	\$140,000	\$140,000
01.340.3436.000	REVENUE	Beach Passes	\$103,694	\$111,439	\$100,000	\$100,000	\$59,344	\$100,000	\$100,000	\$100,000	\$100,000
01.340.3440.000	REVENUE	Recreation	\$155,994	\$114,005	\$110,000	\$110,000	\$25,873	\$95,000	\$95,000	\$95,000	\$95,000
01.340.3445.000	REVENUE	Ninigret Park	\$4,758	\$1,241	\$5,000	\$5,000	\$25	\$2,000	\$2,000	\$2,000	\$2,000
01.340.3445.001	REVENUE	Ninigret Gate House Rent	\$6,000	\$6,000	\$6,000	\$6,000	\$3,000	\$6,000	\$6,000	\$6,000	\$6,000
01.340.3451.000	REVENUE	Blue Shutters Concession	\$3,001	\$3,001	\$3,000	\$3,000	\$551	\$1,000	\$1,000	\$1,000	\$1,000
01.340.3455.000	REVENUE	Blue Shutters Parking	\$220,311	\$269,871	\$195,000	\$195,000	\$176,900	\$195,000	\$195,000	\$210,000	\$210,000
01.340.3460.000	REVENUE	Town Beach Concession	\$6,000	\$4,500	\$5,500	\$5,500	\$0	\$1,000	\$1,000	\$1,000	\$1,000
01.340.3461.000	REVENUE	Senior Center After Hour Rental	\$725	\$0	\$200	\$200	\$0	\$0	\$0	\$0	\$0
01.340.3465.000	REVENUE	Senior/Community Center	\$8,341	\$0	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0
01.340.3466.000	REVENUE	Senior Center Programs	\$24,724	\$24,664	\$21,000	\$21,000	\$810	\$20,000	\$20,000	\$20,000	\$20,000
			\$1,158,580	\$1,196,670	\$1,009,900	\$1,009,900	\$585,826	\$984,000	\$984,000	\$1,009,000	\$1,009,000



**TOWN OF CHARLESTOWN  
FISCAL YEAR 2021 -2022  
REVENUE DETAIL**

Account	Account Type	Description	FY2018 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3 26-21 approved	FY2022 Town Council
01.350.3515.000	REVENUE	Interest On Investments	\$104,196	\$117,654	\$85,000	\$85,000	\$38,055	\$85,000	\$85,000	\$85,000	\$85,000
01.350.3530.000	REVENUE	General Fund Balance Transfer	\$369,565	\$0	\$2,976,881	\$2,976,881	\$0	\$0	\$2,976,881	\$2,981,845	\$2,981,845
01.350.3540.000	REVENUE	Transfer from Rescue for Ambulance	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.350.3545.000	REVENUE	Transfer from Road Engineering Fund	\$130,435	\$75,435	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.350.3546.000	REVENUE	Impact Fee Revenue	\$0	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$25,000	\$25,000
01.350.3550.000	REVENUE	Unclassified Revenue	\$44,009	\$62,086	\$15,000	\$15,000	\$783	\$15,000	\$15,000	\$15,000	\$15,000
01.350.3750.000	REVENUE	Municipal Court General Revenue	\$18,239	\$11,692	\$18,000	\$18,000	\$3,495	\$10,000	\$10,000	\$10,000	\$10,000
01.350.3995.000	REVENUE	Transfer In	\$0	\$704,297	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$682,444	\$1,046,165	\$3,144,881	\$3,144,881	\$92,333	\$160,000	\$3,136,881	\$3,116,845	\$3,116,845
		<b>Total Revenue</b>	<b>\$29,112,970</b>	<b>\$28,196,712</b>	<b>\$30,134,024</b>	<b>\$30,134,024</b>	<b>\$15,893,352</b>	<b>\$27,036,121</b>	<b>\$30,013,002</b>	<b>\$30,244,048</b>	<b>\$30,244,048</b>

**TOWN OF CHARLESTOWN  
FISCAL YEAR 2021 - 2022  
EXPENDITURE SUMMARY**

Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission	FY2022 Town Council
Town Council	\$27,832	\$32,304	\$34,003	\$34,003	\$18,518	\$36,585	\$39,415	\$38,915	\$34,835
Town Administrator	\$199,133	\$203,999	\$210,229	\$210,229	\$110,655	\$210,751	\$210,751	\$209,251	\$209,251
Election Unit	\$25,634	\$16,308	\$30,280	\$30,280	\$32,529	\$28,900	\$28,900	\$28,900	\$28,900
Treasurer	\$239,810	\$247,695	\$263,891	\$263,891	\$126,128	\$272,574	\$272,574	\$270,574	\$270,574
Information Technology	\$0	\$178,581	\$239,428	\$239,428	\$87,890	\$228,778	\$271,383	\$269,383	\$269,383
Tax Assessor	\$161,145	\$156,610	\$169,187	\$169,187	\$102,116	\$171,416	\$171,416	\$170,316	\$170,316
GIS	\$104,530	\$101,451	\$115,327	\$115,327	\$56,345	\$115,439	\$115,439	\$115,439	\$115,439
Tax Collector	\$126,206	\$125,032	\$136,091	\$136,091	\$76,089	\$139,025	\$139,025	\$139,025	\$139,025
Town Clerk	\$196,478	\$207,279	\$216,271	\$216,271	\$116,644	\$217,572	\$217,572	\$217,202	\$217,202
Town Planner	\$127,247	\$130,105	\$137,505	\$137,505	\$71,787	\$138,354	\$138,154	\$137,154	\$137,154
Central Services	\$320,974	\$357,591	\$377,980	\$377,980	\$210,770	\$378,532	\$378,532	\$373,532	\$373,532
Police Department	\$2,584,644	\$2,620,736	\$2,736,856	\$2,736,856	\$842,741	\$2,787,129	\$2,787,129	\$2,787,129	\$2,787,129
Building Inspector	\$231,537	\$262,037	\$296,376	\$296,376	\$150,968	\$302,996	\$302,996	\$298,696	\$298,696
CEMA	\$63,598	\$65,676	\$74,889	\$74,889	\$30,947	\$81,739	\$81,739	\$77,489	\$77,489
Animal Control	\$91,241	\$92,962	\$108,615	\$108,615	\$54,252	\$121,340	\$110,692	\$110,692	\$110,692
Public Assistance	\$4,421	\$5,954	\$6,020	\$6,020	\$1,399	\$7,020	\$8,520	\$7,020	\$7,020
Municipal Court	\$7,100	\$9,317	\$10,086	\$10,086	\$4,800	\$10,086	\$10,086	\$9,586	\$9,586
DPW Administration	\$163,170	\$166,892	\$178,290	\$178,290	\$91,284	\$183,489	\$183,489	\$180,889	\$180,889
DPW Highway & Roads	\$857,484	\$960,607	\$1,116,094	\$1,116,094	\$363,907	\$1,252,800	\$1,252,800	\$1,164,837	\$1,168,917
DPW Building & Grounds	\$306,874	\$314,956	\$340,439	\$340,439	\$163,088	\$401,013	\$401,013	\$387,813	\$387,813
CRCC Mandated Monitoring	\$7,650	\$7,915	\$12,000	\$12,000	\$3,958	\$12,000	\$12,000	\$10,000	\$10,000
Waste Water Management	\$109,131	\$110,577	\$145,982	\$145,982	\$62,112	\$147,461	\$147,461	\$127,811	\$127,811
Outside Agencies	\$22,900	\$24,400	\$24,500	\$24,500	\$6,750	\$33,900	\$33,900	\$24,500	\$24,500
Local Agencies	\$419,826	\$454,681	\$553,901	\$553,901	\$279,025	\$642,893	\$642,893	\$617,693	\$617,693
Boards and Commissions	\$28,034	\$25,035	\$29,500	\$29,500	\$12,859	\$31,200	\$31,200	\$31,200	\$31,200
Charlho Regional School District	\$14,216,622	\$13,329,321	\$13,321,706	\$13,321,706	\$7,325,939	\$13,683,818	\$13,683,818	\$13,509,358	\$13,509,358
Senior Center	\$122,375	\$118,172	\$135,450	\$135,450	\$54,321	\$133,440	\$133,440	\$132,740	\$132,740

**TOWN OF CHARLESTOWN  
FISCAL YEAR 2021 - 2022  
EXPENDITURE SUMMARY**

Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission	FY2022 Town Council
Recreation Administration	\$175,842	\$184,273	\$198,335	\$198,335	\$102,671	\$207,586	\$207,586	\$203,786	\$203,786
Recreation Programs	\$144,045	\$124,901	\$150,259	\$150,259	\$55,953	\$150,009	\$150,009	\$150,009	\$150,009
Charlestown Beach	\$112,636	\$147,183	\$122,580	\$137,912	\$142,802	\$174,850	\$175,050	\$174,100	\$174,100
Ninigret Park	\$34,361	\$33,835	\$47,048	\$47,048	\$31,601	\$52,048	\$52,048	\$48,362	\$48,362
Blue Shutters Beach	\$92,617	\$134,731	\$117,816	\$133,148	\$130,995	\$175,050	\$175,050	\$174,100	\$174,100
Debt Service	\$767,543	\$818,638	\$993,554	\$993,554	\$806,159	\$646,941	\$646,941	\$646,941	\$646,941
Employee Benefits	\$2,252,513	\$2,340,230	\$2,538,611	\$2,538,611	\$1,404,218	\$2,652,548	\$2,653,330	\$2,655,330	\$2,655,330
Professional Services	\$206,544	\$220,672	\$333,160	\$333,160	\$134,973	\$298,160	\$298,160	\$248,160	\$248,160
Town Insurance	\$227,902	\$244,672	\$261,123	\$261,123	\$296,996	\$311,815	\$311,815	\$311,815	\$311,815
Contingencis	\$33,762	\$7,412	\$50,000	\$50,000	(\$746)	\$50,000	\$262,300	\$262,300	\$262,300
Capital Transfers & Improvements	\$422,055	\$999,692	\$1,840,620	\$1,840,620	\$413,879	\$3,988,046	\$4,877,401	\$2,622,555	\$2,622,555
Transfers Out	\$2,512,865	\$1,090,456	\$2,460,022	\$2,460,022	\$1,460,022	\$1,146,160	\$1,146,160	\$1,299,446	\$1,299,446
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$27,748,282</b>	<b>\$26,672,888</b>	<b>\$30,134,024</b>	<b>\$30,164,688</b>	<b>\$15,437,343</b>	<b>\$31,623,463</b>	<b>\$32,762,187</b>	<b>\$30,244,048</b>	<b>\$30,244,048</b>

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.410.5005.000	EXPENDITURE	Town Council Salaries	\$15,500	\$18,000	\$18,000	\$18,000	\$9,000	\$19,250	\$22,080	\$22,080	\$18,000
01.410.5015.000	EXPENDITURE	Town Sergeant/Recording Wages	\$698	\$1,557	\$2,500	\$2,500	\$485	\$2,500	\$2,500	\$2,000	\$2,000
01.410.6015.000	EXPENDITURE	Dues & Subscriptions	\$3,272	\$3,435	\$3,607	\$3,607	\$3,607	\$3,825	\$3,825	\$3,825	\$3,825
01.410.6020.000	EXPENDITURE	Operating Supplies	\$199	\$32	\$300	\$300	\$70	\$300	\$300	\$300	\$300
01.410.6060.000	EXPENDITURE	Printing & Binding	\$8,163	\$9,281	\$9,596	\$9,596	\$5,356	\$10,710	\$10,710	\$10,710	\$10,710
			<b>\$27,832</b>	<b>\$32,304</b>	<b>\$34,003</b>	<b>\$34,003</b>	<b>\$18,518</b>	<b>\$36,585</b>	<b>\$39,415</b>	<b>\$38,915</b>	<b>\$34,835</b>
01.420.5005.000	EXPENDITURE	Town Administrator Salary	\$122,640	\$126,319	\$128,845	\$128,845	\$69,379	\$128,845	\$128,845	\$128,845	\$128,845
01.420.5005.002	EXPENDITURE	Town Administrator-Longevity	\$3,066	\$3,158	\$3,221	\$3,221	\$1,734	\$3,221	\$3,221	\$3,221	\$3,221
01.420.5010.000	EXPENDITURE	Town Admin Secretary Salary	\$51,865	\$53,421	\$54,489	\$54,489	\$29,341	\$54,489	\$54,489	\$54,489	\$54,489
01.420.5010.002	EXPENDITURE	Town Admin Secretary-Longevity	\$4,149	\$4,541	\$4,904	\$4,904	\$2,641	\$5,176	\$5,176	\$5,176	\$5,176
01.420.5020.000	EXPENDITURE	Town Admin Vehicle Stipend	\$8,820	\$10,020	\$10,020	\$10,020	\$5,493	\$10,020	\$10,020	\$10,020	\$10,020
01.420.6015.000	EXPENDITURE	Dues & Subscriptions	\$2,482	\$2,303	\$2,500	\$2,500	\$1,234	\$2,750	\$2,750	\$2,750	\$2,750
01.420.6020.000	EXPENDITURE	Operating Supplies	\$1,168	\$999	\$1,200	\$1,200	\$812	\$1,200	\$1,200	\$1,200	\$1,200
01.420.6050.000	EXPENDITURE	Professional Development	\$4,936	\$3,159	\$5,000	\$5,000	\$21	\$5,000	\$5,000	\$3,500	\$3,500
01.420.6070.000	EXPENDITURE	Travel Expense	\$8	\$80	\$50	\$50	\$0	\$50	\$50	\$50	\$50
			<b>\$199,133</b>	<b>\$203,999</b>	<b>\$210,229</b>	<b>\$210,229</b>	<b>\$110,655</b>	<b>\$210,751</b>	<b>\$210,751</b>	<b>\$209,251</b>	<b>\$209,251</b>
01.430.5005.000	EXPENDITURE	Board of Canvassers Wages	\$10,415	\$7,189	\$11,385	\$11,385	\$10,392	\$5,000	\$5,000	\$5,000	\$5,000
01.430.6020.000	EXPENDITURE	Operating Supplies	\$2,410	\$4,262	\$2,200	\$2,200	\$375	\$18,700	\$18,700	\$18,700	\$18,700
01.430.6035.000	EXPENDITURE	Miscellaneous	\$1,964	\$606	\$2,145	\$2,145	\$2,382	\$800	\$800	\$800	\$800
01.430.6075.000	EXPENDITURE	Tools & Equipment	\$370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.430.6095.000	EXPENDITURE	Poll Worker Stipends	\$10,475	\$4,250	\$14,550	\$14,550	\$19,380	\$4,400	\$4,400	\$4,400	\$4,400
			<b>\$25,634</b>	<b>\$16,308</b>	<b>\$30,280</b>	<b>\$30,280</b>	<b>\$32,529</b>	<b>\$28,900</b>	<b>\$28,900</b>	<b>\$28,900</b>	<b>\$28,900</b>
01.440.5005.000	EXPENDITURE	Treasurer Salary	\$95,205	\$98,835	\$100,023	\$100,023	\$43,796	\$97,583	\$97,583	\$97,583	\$97,583
01.440.5005.002	EXPENDITURE	Treasurer Longevity	\$4,760	\$3,017	\$2,501	\$2,501	\$1,056	\$0	\$0	\$0	\$0
01.440.5010.000	EXPENDITURE	Treasurer Wages	\$99,384	\$105,409	\$114,111	\$114,111	\$61,178	\$116,565	\$116,565	\$116,565	\$116,565
01.440.5010.003	EXPENDITURE	Treasurer's Emp Longevity	\$1,262	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.440.5025.000	EXPENDITURE	Treasurer Overtime Wages	\$191	\$822	\$500	\$500	\$313	\$750	\$750	\$750	\$750
01.440.6015.000	EXPENDITURE	Dues & Subscriptions	\$80	\$250	\$480	\$480	\$305	\$500	\$500	\$500	\$500
01.440.6020.000	EXPENDITURE	Operating Supplies	\$1,956	\$1,971	\$2,000	\$2,000	\$794	\$2,500	\$2,500	\$2,500	\$2,500
01.440.6050.000	EXPENDITURE	Professional Development	\$1,169	\$1,447	\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$2,000	\$2,000
01.440.6065.000	EXPENDITURE	Purchased Services	\$35,614	\$35,670	\$39,876	\$39,876	\$18,492	\$49,876	\$49,876	\$49,876	\$49,876
01.440.6070.000	EXPENDITURE	Travel Expense	\$190	\$274	\$200	\$200	\$194	\$400	\$400	\$400	\$400
01.440.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$0	\$200	\$200	\$0	\$400	\$400	\$400	\$400
			<b>\$239,810</b>	<b>\$247,695</b>	<b>\$263,891</b>	<b>\$263,891</b>	<b>\$126,128</b>	<b>\$272,574</b>	<b>\$272,574</b>	<b>\$270,574</b>	<b>\$270,574</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021 - 2022**

**410 - TOWN COUNCIL:**

**410-5005 - SALARIES - \$18,000**

Council President \$ 4,000  
Four Council Members at \$ 3,500 each \$14,000

**410-5015 - WAGES - \$2,000**

**Town Sergeant - \$2,000**

Performs duties prescribed by the General Laws of Rhode Island, which also includes assisting the Board of Canvassers and attendance at required Town Council meetings.

**410-6015 - DUES, MEETINGS & SUBSCRIPTIONS - \$3,825**

League of Cities & Towns Dues \$3,825

**410-6020 - OPERATING SUPPLIES - \$300**

Miscellaneous stationary supplies

**410-6060 - PRINTING - \$10,710**

Average cost of one Pipeline issue (printing and mailing) estimated at \$5,355. Budget should support at least 2 issues per year. Pricing for this is from the Westerly Sun.

---

**Town Council TOTAL REQUESTED BUDGET - \$34,835**

**SUPPLEMENTAL INFORMATION**  
**FY 2021 – 2022**

**420 - TOWN ADMINISTRATOR:**

**420-5005 – TA SALARY - \$132,066**

FY2021 Salary: \$128,845

Longevity: \$ 3,221

**420-5010 – TA SECRETARY SALARY - \$59,665**

FY2021 Salary: \$54,489

Longevity: \$ 5,176

**420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - \$10,020**

Car stipend in lieu of a Town vehicle, \$835 per month.

**420-6015 - DUES & SUBSCRIPTIONS - \$2,750**

Rhode Island Manager's Association fees and management journals, etc.

**420-6020 – OPERATING SUPPLIES - \$1,200**

Office supplies.

**420-6050 - PROFESSIONAL DEVELOPMENT - \$3,500**

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

**420-6070 – TRAVEL EXPENSES - \$50**

---

**Town Administrator TOTAL REQUESTED BUDGET- \$209,251**

**SUPPLEMENTAL INFORMATION**  
**FY 2021 - 2022**

**430 – BOARD OF CANVASSERS:**

**430-5005 - SALARIES - \$5,000**

Charter-required three-member Board of Canvassers and two Alternate members (appointed 10/2020). Chairperson: \$20.00 per hour; 2 Members: \$15.00 per hour, 2 Alternate Members: \$15.00 per hour.

**430-6020 - OPERATING SUPPLIES – \$18,700**

Supplies unique to the operation of Board of Canvassers:

Printing of ballots for the Chariho 2022 District Referendum in April - \$260 (may be reimbursed by Chariho)

June 2022 local Financial Town Referendum (primarily mail ballot) - \$18,165

Office supplies needed by the Board - \$275

**430-6035 – MISCELLANEOUS – \$800**

Morning refreshments and Dinner for Pollworkers:

April Chariho DFR – Morning refreshments and dinner: \$125

Potential Lt. Governor Election - Morning refreshments and dinner: \$425

June FTR – Morning refreshments and dinner: \$125

Special Referendum (if needed) - Morning refreshments and dinner: \$125

**430-6075 – TOOLS AND EQUIPMENT - \$ 0**



**SUPPLEMENTAL INFORMATION**  
**FY 2021 - 2022**

**430 – BOARD OF CANVASSERS (cont'd):**

**430-6095 - STIPENDS - \$4,400**

Election worker wages for the following:

**April 2022 Chariho District Financial Referendum:** 1 polling location  
2 Moderators/Clerks at \$240 = \$480  
2 Supervisors at \$210 = \$420  
1 Greeter at \$150 = \$210

**June 2022 Financial Town Referendum:** 1 polling location  
2 Moderators/Clerks at \$240 = \$480  
2 Supervisors at \$210 = \$420  
1 Greeter at \$150 = \$210

**Special Election Lt. Governor (if needed):** 1 polling location  
2 Moderators/Clerks at \$240 = \$480  
2 Supervisors at \$210 = \$420  
1 Greeter at \$150 = \$210

**Special Referendum (if needed):** 1 polling location  
2 Moderators/Clerks at \$240 = \$480  
2 Supervisors at \$210 = \$420  
1 Greeter at \$150 = \$210

---

**Board of Canvassers TOTAL REQUESTED BUDGET    \$28,900**

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**440 – TOWN TREASURER:**

**440-5005 – SALARY \$ 97,583**

Treasurer      2021 Salary:    \$97,583  
Longevity:

**440-5010 – WAGES \$116,565**

Assistant Treasurer    FY21 Salary: \$67,584

Contractual increase as well as an increase from Grade C to Grade D.

Treasurer's Assistant    FY21 Salary: \$48,981

**440-5025 – TREASURER OVERTIME WAGES - \$750**

**440-6015 – DUES & SUBSCRIPTIONS - \$500**

National GFOA – Treasurer  
CPA License Renewal (Biennial) - Treasurer  
RIGFOA – Treasurer and Assistants  
RI Municipal Purchasing Agents Association – Treasurer's Assistant

**440-6020 – OPERATING SUPPLIES - \$2,500**

This expense covers the following items:

- Laser checks for payables
- Regular and window envelopes
- Printer cartridges
- Folders – storage boxes, etc.
- Four part purchase order/vouchers
- 1099 forms for non-corporate vendors
- Miscellaneous office supplies

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**440 – TOWN TREASURER – (cont'd):**

**440-6050 – PROFESSIONAL DEVELOPMENT - \$2,000**

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

**440-6065 – PURCHASED SERVICES - \$49,876**

The average cost for ADP's payroll service is anticipated to be approximately \$3,323 per month including annual W-2's and all tax reporting and InfoLink GL biweekly processing. This includes processing retirees payments, direct deposits, accrued leave calculations and all Affordable Care Act reporting. Increase includes the purchase and implementation of time and attendance software and technology at the Town Beaches and Ninigret Park.

**440-6070 – TRAVEL - \$400**

Business related travel for Treasurer and staff. With Covid bank currier service not provided two days as week so Treasurer's Assistant brings deposit to Washington Trust Co.

**440-6075 – TOOLS & EQUIPMENT - \$400**

Appropriation for any small equipment that may need to be replaced within the department.

---

**Treasurer TOTAL REQUESTED BUDGET- \$270,574**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.445.5005.000	EXPENDITURE	IT Salary	\$0	\$50,355	\$89,228	\$89,228	\$40,562	\$89,228	\$89,228	\$89,228	\$89,228
01.445.5010.000	EXPENDITURE	IT - Technician	\$0	\$0	\$0	\$0	\$0	\$0	\$42,605	\$42,605	\$42,605
01.445.6015.000	EXPENDITURE	Dues & Subscriptions	\$0	\$0	\$1,000	\$1,000	\$202	\$1,000	\$1,000	\$500	\$500
01.445.6020.000	EXPENDITURE	Operating Supplies	\$0	\$978	\$2,500	\$2,500	\$388	\$2,500	\$2,500	\$2,500	\$2,500
01.445.6050.000	EXPENDITURE	Professional Development	\$0	\$92	\$3,000	\$3,000	\$0	\$3,000	\$3,000	\$1,500	\$1,500
01.445.6060.000	EXPENDITURE	Renewal Service Agreements	\$0	\$0	\$0	\$0	\$0	\$55,350	\$55,350	\$55,350	\$55,350
01.445.6065.000	EXPENDITURE	Purchased Services	\$0	\$127,060	\$143,000	\$143,000	\$46,536	\$77,000	\$77,000	\$77,000	\$77,000
01.445.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$200	\$200	\$0	\$200	\$200	\$200	\$200
01.445.6075.000	EXPENDITURE	Tools & Equipment	\$0	\$96	\$500	\$500	\$202	\$500	\$500	\$500	\$500
			\$0	\$178,581	\$239,428	\$239,428	\$87,890	\$228,778	\$271,383	\$269,383	\$269,383
01.450.5005.000	EXPENDITURE	Tax Assessor Salary	\$87,858	\$90,494	\$92,304	\$92,304	\$49,703	\$92,304	\$92,304	\$92,304	\$92,304
01.450.5005.002	EXPENDITURE	Tax Assessor Longevity	\$8,786	\$9,049	\$9,230	\$9,230	\$9,230	\$9,230	\$9,230	\$9,230	\$9,230
01.450.5010.000	EXPENDITURE	Tax Assessor Wages	\$41,681	\$35,320	\$40,937	\$40,937	\$22,044	\$42,846	\$42,846	\$42,846	\$42,846
01.450.5010.003	EXPENDITURE	Tax Assessor Emp Longevity	\$1,085	\$422	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.450.5015.000	EXPENDITURE	Tax Assessor Part-Time Wages	\$18,085	\$19,027	\$20,036	\$20,036	\$20,036	\$20,036	\$20,036	\$20,036	\$20,036
01.450.5025.000	EXPENDITURE	Tax Assessor Overtime Wages	\$251	\$30	\$0	\$0	\$0	\$250	\$250	\$250	\$250
01.450.6015.000	EXPENDITURE	Dues & Subscriptions	\$523	\$812	\$1,480	\$1,480	\$0	\$1,200	\$1,200	\$1,200	\$1,200
01.450.6020.000	EXPENDITURE	Operating Supplies	\$1,450	\$137	\$2,000	\$2,000	\$683	\$2,000	\$2,000	\$2,000	\$2,000
01.450.6050.000	EXPENDITURE	Professional Development	\$1,020	\$50	\$2,300	\$2,300	\$0	\$2,300	\$2,300	\$1,200	\$1,200
01.450.6055.000	EXPENDITURE	Professional Services	\$0	\$0	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.450.6060.000	EXPENDITURE	Printing & Binding	\$0	\$0	\$0	\$0	\$165	\$150	\$150	\$150	\$150
01.450.6070.000	EXPENDITURE	Travel Expense	\$308	\$72	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.450.6075.000	EXPENDITURE	Tools/Equipment	\$96	\$1,196	\$300	\$300	\$255	\$500	\$500	\$500	\$500
			\$161,145	\$156,610	\$169,187	\$169,187	\$102,116	\$171,416	\$171,416	\$170,316	\$170,316
01.455.5005.000	EXPENDITURE	GIS Salary	\$81,364	\$81,183	\$82,315	\$82,315	\$45,771	\$82,315	\$82,315	\$82,315	\$82,315
01.455.5005.002	EXPENDITURE	GIS Longevity	\$4,882	\$5,246	\$5,762	\$5,762	\$3,103	\$6,174	\$6,174	\$6,174	\$6,174
01.455.5018.000	EXPENDITURE	Intern	\$9,005	\$3,128	\$12,000	\$12,000	\$540	\$12,000	\$12,000	\$12,000	\$12,000
01.455.6015.000	EXPENDITURE	Dues & Subscriptions	\$235	\$347	\$400	\$400	\$175	\$400	\$400	\$400	\$400
01.455.6020.000	EXPENDITURE	Operating Supplies	\$3,330	\$2,160	\$3,800	\$3,800	\$2,275	\$2,800	\$2,800	\$2,800	\$2,800
01.455.6050.000	EXPENDITURE	Professional Development	-\$1,763	\$2,352	\$1,200	\$1,200	\$5	\$1,200	\$1,200	\$1,200	\$1,200
01.455.6055.000	EXPENDITURE	Professional Services	\$4,681	\$5,599	\$7,350	\$7,350	\$3,870	\$7,850	\$7,850	\$7,850	\$7,850
01.455.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.455.6075.000	EXPENDITURE	Tools/Equipment	\$1,209	\$1,437	\$2,400	\$2,400	\$606	\$2,600	\$2,600	\$2,600	\$2,600
			\$104,530	\$101,451	\$115,327	\$115,327	\$56,345	\$115,439	\$115,439	\$115,439	\$115,439
01.460.5005.000	EXPENDITURE	Tax Collector Salary	\$68,889	\$72,730	\$75,172	\$75,172	\$40,477	\$75,172	\$75,172	\$75,172	\$75,172
01.460.5005.002	EXPENDITURE	Tax Collector Longevity	\$6,889	\$7,273	\$7,517	\$7,517	\$4,048	\$7,517	\$7,517	\$7,517	\$7,517
01.460.5010.000	EXPENDITURE	Tax Collector Wages	\$39,164	\$35,602	\$40,937	\$40,937	\$22,044	\$42,846	\$42,846	\$42,846	\$42,846
01.460.6015.000	EXPENDITURE	Dues & Subscriptions	\$60	\$115	\$115	\$115	\$30	\$115	\$115	\$115	\$115
01.460.6020.000	EXPENDITURE	Operating Supplies	\$9,528	\$8,431	\$11,000	\$11,000	\$9,490	\$12,000	\$12,000	\$12,000	\$12,000
01.460.6050.000	EXPENDITURE	Professional Development	\$1,120	\$671	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
01.460.6070.000	EXPENDITURE	Travel Expense	\$385	\$210	\$200	\$200	\$0	\$225	\$225	\$225	\$225
01.460.6075.000	EXPENDITURE	Tools/Equipment	\$170	\$0	\$150	\$150	\$0	\$150	\$150	\$150	\$150
			\$126,206	\$125,032	\$136,091	\$136,091	\$76,089	\$139,025	\$139,025	\$139,025	\$139,025

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**445 – INFORMATION TECHNOLOGY:**

**445-5005 – SALARY - \$89,228**

IT Director                      2021 Salary:    \$89,228

**445-5005 – IT TECHNICIAN SALARY - \$42,605**

IT Technician Salary    2021 Salary:    \$42,605

**445-6015 – DUES & SUBSCRIPTIONS - \$500**

Subscription for Vmug Advantage (VMware lab) – rough cost \$200 year

Subscription for GMIS International – rough cost/due \$100 year

**445-6020 – OPERATING SUPPLIES - \$2,500**

This expense would cover any supplies.

**445-6050 – PROFESSIONAL DEVELOPMENT - \$1,500**

Fees for conferences, seminars, training.

**445-6060 – Renewal Service Agreements – \$55,350**

Barracuda Backup Renewal – Year 3 of 5 – \$15,900

Adobe Renewal – \$3,800

Barracuda Total Email Protection year 2 of 5 – \$14,000

Office 365 Licensing - \$12,000

Cisco WebEx Events Center - \$4,650

Anti-virus cost - \$5,000

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**445-6065 – PURCHASED SERVICES – \$77,000**

Equipment Overhaul at Sr. Cntr	\$12,000	Network/Media Upgrades
MDM + Multi Factor Project	\$10,000	Security / Management Project
Migration Project O365/Exchange	\$3,000	Office 365 Upgrade Connectivity
Misc Security Project	\$1,000	RSA Certs + Config
Remote Meeting Host	\$6,000	Virtual Meeting Coverage
Server Room Overhaul	\$10,000	Relocation/Upgrade Equipment
Server Migration Upgrades	\$2,000	Upgrading the versions / Licensing
New Networking Gear	\$8,000	Townhall Network Upgrade
Security Camera Enhancements	\$20,000	Ninigret and Beaches Enhancement
Virtualizing Townhall	\$5,000	Virtualizing Townhall Services

**445-6070 – TRAVEL - \$200**

**445-6075 – TOOLS & EQUIPMENT - \$500**

Appropriation for any small equipment that may need in the department.

**Information Technology TOTAL REQUESTED BUDGET: \$269,383**

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**450 - TAX ASSESSOR:**

**450-5005 SALARY - \$101,534**

Fiscal Year Salary -	\$92,304	CPMA Grade 6D	
Longevity -	\$9,230	30 years employment - 10%	<i>Per CPMA Employment Agreement</i>
Total	\$101,534		

**450-5010 WAGES - \$ 42,846**

Assessor's Clerk			
New Fiscal Year Salary -	\$42,846	Teamster Position Grade	
Longevity -	\$0	0 years employment - 0%	<i>per Teamster Contract</i>
Total	\$42,846		

**450-5015 PART-TIME WAGES - \$20,036**

Assessor's Part-time Clerk

New Fiscal Year Salary -	\$	20,036	Part-time Position - 19.5 hours/wk -
Total	\$	20,036	

**450-5025 – TAX ASSESSOR CLERK OVERTIME WAGES - \$250**



**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**450 - TAX ASSESSOR (cont'd):**

**450-6015 - DUES & SUBSCRIPTIONS - \$ 1,200**

NADA Price Guides	\$	250
SketchUP membership upgrades	\$	200
Professional Designation	\$	250
IAAO membership	\$	200
RIAAO membership	\$	50
NRAAO membership	\$	100
IRI Vehicle Value	\$	150
	\$	<u>1,200</u>

The cost of dues represents those organizations that the Tax Assessor maintains active membership for the enhancement of professional techniques and assessment administration.

**450-6020 OPERATING SUPPLIES - \$2,000**

Printer Toner	\$1,000
General Office Supplies	<u>\$1,000</u>
	\$2,000

This value is based on the cost of materials needed to maintain present equipment and procedures.

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**450 - TAX ASSESSOR (cont'd):**

**450-6050 PROFESSIONAL DEVELOPMENT - \$ 1,200**

New Employee Training

Software training workshops and seminars for new Tax Assessment Clerk

VISION Software Training and Annual User Group Conference

Annual training for VISION APPRAISAL Software. This software is the main property valuation software used in the Assessor's office; Vision Appraisal updates their software annually and offers this 2-day conference as the main training event for all users. This request includes overnight accommodations and travel.

Local or National Assessing Officers Conference

Various Assessment Organizations (IAAO, NRAAO, RIAAO, MAAO, CAAO) offer local or national seminar and conferences for continuing education of assessment practices. These educational sessions extend from one to three days. This request includes the cost of the educational session, overnight accommodations and travel.

**450-6055 - PROFESSIONAL SERVICES - \$ 500**

This value is for specific professional assistance with software/data modifications of the Assessment and Tax Administration software. New software conversion of old reports.

**450-6060 PRINTING & BINDING - \$ 150**

Envelopes, Business cards, Field Review Property Record Cards

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**450 - TAX ASSESSOR (cont'd):**

**450-6070 TRAVEL EXPENSES - \$ 100**

Travel reimbursement when municipal vehicle is unavailable or travel is close to employee home.

**450-6075 SMALL TOOLS & EQUIPMENT - \$ 500**

Replacement Measuring Devices	\$ 50
Replacement Camera/Supplies	\$ 250
Thumb Drives	\$ 100
Vehicle Computer Stand	\$ 100

---

**Assessor TOTAL REQUESTED BUDGET \$170,316**

**SUPPLEMENTAL INFORMATION  
FY2021 – 2022**

**455 - GIS:**

**455-5005 SALARY - \$88,488.51**

New Fiscal Year Salary-	\$ 82,315	CPMA Grade 5D
Longevity -	\$ 6,174	15 years employment
Total		\$ 88,489

**455-5005.002-GIS INTERN – \$12,000**

Shared with Wastewater \$12,000

The intern will provide assistance to the GIS Office and Wastewater Office on large projects as well as some in office work. Over the past few years the amount of environmental related projects requested of these two offices have greatly increased. Having interns to provide assistance over past few years has proven to be very helpful and productive.

**455-6015 - DUES & SUBSCRIPTIONS - \$400**

GIS professional license fee	\$ 200
Drone Pilot License Fee	\$ 200

The cost of dues represents those organizations that the GIS Professional maintains active membership for the enhancement of professional techniques and GIS administration. The cost related to the subscriptions is to maintain professional status as well as remaining current to the new concepts in the ever changing and improving GIS technology.

Drone Pilot License is required By FAA Part 107 to legally fly and insure the Drone.

**455-6020 OPERATING SUPPLIES - \$2,800**

Plotter Paper Rolls 24", 36" & 42"	\$ 600
Plotter Ink HP T2300	\$ 600
Repairs & Maintenance	\$ 800
GPS and Survey Equipment	\$ 800

This value is based on the cost of those materials needed to maintain present equipment and procedures.

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**455 - GIS (cont'd):**

**455-6050 PROFESSIONAL DEVELOPMENT - \$ 1,200**

<b>North East ARC Users Group Meeting (NEARC)</b>	<b>\$1,200</b>
---	----------------

This GIS conference contains training designed for local GIS technicians to work through various presentations of technology and project implementation. This is a three day conference in the northeast; request includes the cost of the conference, overnight accommodations and travel.

**455-6055 PROFESSIONAL SERVICE - \$7,850**

Tide Gauge Software and Web Services	\$ 1,200
Tide Gauge Cellular Package	\$ 150
Tide Gauge Maintenance	\$ 2,500
Drone Software	\$ 4,000

**455-6070 TRAVEL EXPENSES - \$100**

Travel Expenses	\$ 100
-----------------	--------

Travel costs for meetings, educations sessions and property inspections when not using a Town vehicle.

**450-6075 SMALL TOOLS & EQUIPMENT - \$2,600**

Boat Maintenance/ Fuel	\$ 500
Boat winterization	\$ 800
Measuring Devices	\$ 300
Misc. Office Equipment	\$ 800
Plotter & UAV Equipment	\$ 200

**GIS TOTAL REQUESTED BUDGET \$ 115,439**

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**460 - TAX COLLECTOR:**

**460-5005 - SALARY - \$82,689**

<b>Tax Collector</b>		
Salary	\$ 75,172	
Longevity	\$ 7,517	Original DOH 8/22/90, FT 7/1/92
Total	\$ 82,689	

**460-5010 - WAGES - \$42,846**

<b>Tax Collector's Clerk</b>		
Salary	\$	42,846

**460-6015 - DUES/SUBSCRIPTIONS - \$115**

Dues and subscription fees for Tax Collector's associations - Northeast Regional Tax Collector's & Treasurer's Association (\$30), RIGFOA (\$55) and Rhode Island Tax Collector's Association (\$30). (Membership fees are the same as 2021 Fiscal Year)

**460-6020 - OPERATING SUPPLIES - \$12,000**

This account is used to purchase paper and envelopes for the annual Tax Bills as well as our general office supplies, such as paper for delinquent notices, letterhead, business cards, folders, rubber bands, pens and pencils, storage materials, window and regular #10 envelopes, calculator and computer supplies (paper, toner cartridges, adding machine rolls and ribbon) along with the many other miscellaneous office supplies we need to function on a daily basis. We also provide Online Tax Rolls and PDF copies of all Tax Bills, available online through our website. We do purchase additional paper so we can print Bank Bills and Tax Bills in house for pre-paid accounts and new owners, etc.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**460 - TAX COLLECTOR (cont'd):**

**460-6050 – PROFESSIONAL DEVELOPMENT - \$1,000**

Attendance to the annual Northeast Regional Tax Collectors & Treasurers Association Conference, request includes travel expenses to the 33<sup>rd</sup> Annual Conference. I am currently an officer on the Board for the NRTCTA and will continue to be required to help with arrangements as well as at the actual conference. The site varies in an effort to attract more participants. As of today, I am unsure of its location. Due to COVID-19, we were unable to hold the 32<sup>nd</sup> Annual Conference in ME as we planned, but we are still attempting to establish some type of training, hopefully by Fiscal Year end. We are hoping to set up a Zoom Conference or seminar in the upcoming months where all attendees pay a registration fee. Generally, the conference fees include lodging and most meals. The dates are usually in early to mid-September or late August. If unable to attend the NRTCTA Conference, the funds will be used for other professional development, such as Microsoft Office (Word, Excel), Vision (Collection software) or any other courses needed for my department. Due to COVID-19, I was unable to attend any off-site conferences as of 12/31/2020.

**460-6070 - TRAVEL EXPENSE - \$225**

Mileage reimbursement for personal car usage while making bank runs for change, if needed, seminars and meetings, as well as conference attendance.

**460-6075 - SMALL TOOLS & EQUIPMENT - \$150**

This line item provides for filing and organizing as well as other equipment needed by this department. This year we will be replacing another adding machine for the department. (New receipt printers, bar code scanners, etc.)

**Tax Collector TOTAL REQUESTED BUDGET - \$139,025**



**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.470.5005.000	EXPENDITURE	Town Clerk Salary	\$74,575	\$78,733	\$82,315	\$82,315	\$44,324	\$82,315	\$82,315	\$82,315	\$82,315
01.470.5005.002	EXPENDITURE	Town Clerk Longevity	\$6,339	\$7,086	\$7,820	\$7,820	\$4,211	\$8,231	\$8,231	\$8,231	\$8,231
01.470.5010.000	EXPENDITURE	Town Clerk Wages	\$90,944	\$94,127	\$97,422	\$97,422	\$51,401	\$97,422	\$97,422	\$97,442	\$97,442
01.470.5010.003	EXPENDITURE	Town Clerk Emp. Longevity	\$5,684	\$5,883	\$6,089	\$6,089	\$3,279	\$6,554	\$6,554	\$6,554	\$6,554
01.470.5025.000	EXPENDITURE	Town Clerk Overtime Wages	\$0	\$0	\$1,000	\$1,000	\$598	\$1,000	\$1,000	\$1,000	\$1,000
01.470.6015.000	EXPENDITURE	Dues & Subscriptions	\$610	\$450	\$825	\$825	\$150	\$850	\$850	\$850	\$850
01.470.6020.000	EXPENDITURE	Operating Supplies	\$2,029	\$2,705	\$2,000	\$2,000	\$1,719	\$2,400	\$2,400	\$2,400	\$2,400
01.470.6050.000	EXPENDITURE	Professional Development	\$237	\$909	\$1,390	\$1,390	\$0	\$1,390	\$1,390	\$1,390	\$1,000
01.470.6060.000	EXPENDITURE	Printing & Binding	\$603	\$0	\$960	\$960	\$561	\$960	\$960	\$960	\$960
01.470.6065.000	EXPENDITURE	Purchased Services	\$15,185	\$16,693	\$16,000	\$16,000	\$10,171	\$16,000	\$16,000	\$16,000	\$16,000
01.470.6075.000	EXPENDITURE	Tools/Equipment	\$273	\$693	\$450	\$450	\$230	\$450	\$450	\$450	\$450
			<b>\$196,478</b>	<b>\$207,279</b>	<b>\$216,271</b>	<b>\$216,271</b>	<b>\$116,644</b>	<b>\$217,572</b>	<b>\$217,572</b>	<b>\$217,202</b>	<b>\$217,202</b>
01.480.5005.000	EXPENDITURE	Town Planner Salary	\$78,350	\$80,701	\$82,315	\$82,315	\$44,324	\$82,315	\$82,315	\$82,315	\$82,315
01.480.5005.002	EXPENDITURE	Town Planner Longevity	\$1,958	\$2,018	\$2,058	\$2,058	\$1,108	\$2,469	\$2,469	\$2,469	\$2,469
01.480.5010.000	EXPENDITURE	Town Planner Wages	\$41,061	\$42,439	\$43,836	\$43,836	\$23,604	\$43,836	\$43,836	\$43,836	\$43,836
01.480.5010.002	EXPENDITURE	Town Planner Emp Longevity	\$1,023	\$1,059	\$1,096	\$1,096	\$571	\$1,534	\$1,534	\$1,534	\$1,534
01.480.5025.000	EXPENDITURE	Town Planner Overtime Wages	\$2,796	\$2,004	\$2,800	\$2,800	\$1,409	\$2,500	\$2,500	\$2,500	\$2,500
01.480.6015.000	EXPENDITURE	Dues & Subscriptions	\$648	\$447	\$800	\$800	\$447	\$1,000	\$800	\$800	\$800
01.480.6020.000	EXPENDITURE	Operating Supplies	\$505	\$599	\$800	\$800	\$179	\$800	\$800	\$800	\$800
01.480.6050.000	EXPENDITURE	Professional Development	\$359	\$795	\$2,000	\$2,000	\$145	\$2,000	\$2,000	\$1,000	\$1,000
01.480.6065.000	EXPENDITURE	Purchased Services	\$547	\$45	\$1,800	\$1,800	\$0	\$1,800	\$1,800	\$1,800	\$1,800
01.480.6070.000	EXPENDITURE	Travel Expense	\$0	\$0	\$0	\$0	\$0	\$100	\$100	\$100	\$100
			<b>\$127,247</b>	<b>\$130,105</b>	<b>\$137,505</b>	<b>\$137,505</b>	<b>\$71,787</b>	<b>\$138,354</b>	<b>\$138,154</b>	<b>\$137,154</b>	<b>\$137,154</b>
01.490.4920.000	EXPENDITURE	Miscellaneous Supplies	\$8,968	\$9,181	\$9,000	\$9,000	\$2,478	\$9,000	\$9,000	\$9,000	\$9,000
01.490.4925.000	EXPENDITURE	Communications	\$42,316	\$43,256	\$45,000	\$45,000	\$23,400	\$47,500	\$47,500	\$47,500	\$47,500
01.490.4935.000	EXPENDITURE	Advertising	\$48,369	\$50,982	\$48,000	\$48,000	\$17,300	\$49,500	\$49,500	\$49,500	\$49,500
01.490.4945.000	EXPENDITURE	Postage	\$19,245	\$21,128	\$21,000	\$21,000	\$11,832	\$21,750	\$21,750	\$21,750	\$21,750
01.490.4950.000	EXPENDITURE	Computer Maint & Upgrades	\$142,389	\$181,248	\$175,944	\$175,944	\$115,108	\$167,500	\$167,500	\$162,500	\$162,500
01.490.4955.000	EXPENDITURE	Pool Vehicle Maintenance	\$11,647	\$9,682	\$12,000	\$12,000	\$5,365	\$12,000	\$12,000	\$12,000	\$12,000
01.490.4970.000	EXPENDITURE	Equipment Rental/Leases	\$14,987	\$20,244	\$18,000	\$18,000.00	\$9,982	\$20,750	\$20,750	\$20,750	\$20,750
01.490.4980.000	EXPENDITURE	Codification Update	\$3,313	\$2,404	\$4,000	\$4,000.00	\$1,195	\$4,000	\$4,000	\$4,000	\$4,000
01.490.5010.000	EXPENDITURE	Wages	\$28,750	\$17,588	\$43,836	\$43,836.00	\$24,110	\$43,836	\$43,836	\$43,836	\$43,836
01.490.5010.003	EXPENDITURE	Longevity	\$0	\$0	\$0	\$0	\$0	\$1,096	\$1,096	\$1,096	\$1,096
01.490.6065.000	EXPENDITURE	Purchased Services	\$989	\$1,877	\$1,200	\$1,200.00	\$0	\$1,600	\$1,600	\$1,600	\$1,600
			<b>\$320,974</b>	<b>\$357,591</b>	<b>\$377,980</b>	<b>\$377,980</b>	<b>\$210,770</b>	<b>\$378,532</b>	<b>\$378,532</b>	<b>\$373,532</b>	<b>\$373,532</b>

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**470 – TOWN CLERK:**

**470-5005 - SALARY - \$90,546**

FY 2020-2021 Base Salary -	\$82,315	
Longevity -	<u>\$ 8,231</u>	(19 yrs employment)
Total -	\$90,546	

**470-5010 - WAGES - \$103,996**

**Deputy Town Clerk**

FY 2020-2021 Base Salary -	\$48,721	
Longevity -	<u>\$ 5,042</u>	(23 yrs employment)
Total -	\$53,753	

**Deputy Town Clerk**

FY 2020-2021 Base Salary -	\$48,721	
Longevity -	<u>\$ 1,512</u>	(8 yrs employment)
Total -	\$50,223	

**470-5025 - OVERTIME WAGES - \$1,000**

Per the Teamsters Local 251 contract, there is a 4-hour minimum at time and one-half for the full time staff in the bargaining unit. This figure provides for attendance of a Deputy at meetings/workshops and at an election/town financial referendum (We will be holding a minimum of 2 Local Elections during this fiscal year.)

**470-6015 – DUES/SUBSCRIPTIONS - \$850**

RI City & Town Clerk's Association - \$150  
NE Association of City and Town Clerks - \$105  
International Institute of Municipal Clerks Association - \$175  
Subscription – Westerly Sun - \$420

It is important for the Town Clerk to maintain membership in these professional organizations to enhance practices and procedures in the Town Clerk's Office. The subscription to the Westerly Sun is maintained to verify the legal ads placed for Probate and Council meetings, per Charter requirements.

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**470 – TOWN CLERK (cont'd):**

**470-6020 - OPERATING SUPPLIES - \$2,400**

Supplies for the operation of Town Clerk's office: Probate folders, toner cartridges, archival envelopes for plat maps, tape recording cassettes, receipt paper, binders for Board/Commission minutes, general office supplies.

**470-6050 – PROFESSIONAL DEVELOPMENT - \$1,000**

\$240 is earmarked for attendance at quarterly Town Clerk meetings and education seminars - both are required for education credit for certification for the Town Clerk as a Master Municipal Clerk (\$30 each for the Town Clerk and 1 Deputy).

\$760 is earmarked for the New England City and Town Clerks' Association Annual Conference to be held in November of 2021.

\$0 is earmarked for additional education as opportunities are presented throughout the Budget year. (Athenian Dialogue = \$150 per session)

**470-6060 - PRINTING AND BINDING - \$ 960**

Purchase of Council Minutes Book - \$400, and Tax Books - \$460, letterhead, receipt books \$100

**470-6065 - PURCHASED SERVICES - \$ 16,000**

Processing of Land Evidence records and plat maps. Microfilming of Probates, Town Council Minutes, and Honorable Discharges. This amount is offset by the revenues taken in by land evidence recording and probates.

**470-6075 - TOOLS AND EQUIPMENT - \$ 450**

Miscellaneous office equipment upgrades and/or repairs.

---

**Town Clerk TOTAL REQUESTED BUDGET: \$217,202**

**SUPPLEMENTAL INFORMATION**  
**FY 2021 – 2022**

**480 – TOWN PLANNER:**

**480-5005 – SALARY    \$84,784**

FY 21    Salary        \$82,315

FY 21    Longevity      \$ 2,469

**480-5010 – WAGES    \$45,370**

FY 21    Salary        \$43,836

FY 21    Longevity      \$ 1,534

**Planning Clerk Wages:**

The Planning Assistant position serves as primary support for the Town Planner as well as the town-elected Planning Commission. Responsibilities include administrative and specialized clerical work in support of the department's operations, including all public meetings of the Planning Commission. Duties include answering email, phone and walk-in inquiries about planning processes and regulations, as well as providing the status of proposed subdivisions and land development projects, and other projects managed or reviewed by the department. The position requires a general knowledge of the subdivision regulations and procedures and the town comprehensive plan, as well as detailed knowledge of the RI Open Meetings Act. Mastery of the electronic programs that manage meeting agendas, application material and minutes is necessary. The Planning Assistant also manages the department webpage and the department budget, is responsible for completing CDBG applications, and is the town's E-911 Municipal Liaison. This is a Teamster's Local 251 Collective Bargaining Agreement position with a 37.5-hour work week. Longevity is based on eight years.

**480-5025 – OVERTIME WAGES - \$2,500**

The Planning Commission has a regular meeting typically on the fourth Wednesday of every month, and a workshop or special meeting on the second Wednesday of every month. There is a minimum of one meeting a month and two meetings scheduled for most months, with the exception of a summer month and a holiday month. The overtime requested is to cover the Clerk for 22 (+/-) Planning Commission regular meetings and workshop or special meetings. There is always the possibility that a large application or time consuming project will come before the Commission, or the Clerk will be asked to attend a site walk meeting or support another board or ad-hoc committee's meeting, in which case additional time will be required.

**480-6015 – DUES & SUBSCRIPTIONS - \$800**

American Planning Association National and Rhode Island Chapter dues and membership dues for the American Institute of Certified Planners (AICP), and professional journals and research materials for the department.

**SUPPLEMENTAL INFORMATION**  
**FY 2021 – 2022**

**480 – TOWN PLANNER (cont'd):**

**480-6020 – OPERATING SUPPLIES - \$800**

Stationary, paper and labels; binders, notebooks and filing supplies; highlighters, pens and pencils; dvds and tapes; boxes for storage; and other miscellaneous office equipment used by the Planning Department.

**480-6050 – PROFESSIONAL DEVELOPMENT - \$1,000**

Conference attendance fees and training sessions including the National APA Conference, the APA Southern New England Planning Conference; GrowSmart training sessions; and other various professional development opportunities in the region. Ongoing professional development is necessary in the community planning field and representation at various professional events in the region is an asset to the Town of Charlestown.

**480-6050 – PURCHASED SERVICES - \$1,800**

Procurement of professional consultant review services, to provide technical expertise to the Planning Commission on an as-needed basis.

**480-6070 – TRAVEL EXPENSE - \$100**

Business related travel for Town Planner and Planning Assistant.

---

**Town Planner TOTAL REQUESTED BUDGET – \$137,154**

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**490- CENTRAL SERVICES:**

**490-4920 - MISCELLANEOUS SUPPLIES - \$9,000**

Includes copy paper, printing supplies and general office supplies for use in Town Hall as well as check stock and bank deposit slips. Also includes purchase of bottled water for all Town facilities.

**490-4925 – COMMUNICATIONS - \$47,500**

Includes Town cell phones, Mifi and Air Cards Security Cameras (Verizon Wireless), OSHEAN internet Town Wide, Verizon Public Assistance and Ninigret office lines, Cox internet and phone at Animal Control, and Cox internet, phone and cable at Town Hall. This Increase is projected to due to the addition of wifi for Town cameras, credit cards systems, and computer equipment at Town-owned properties.

**490-4935 - ADVERTISING - \$49,500**

Expenses related to all print and internet advertising for legal, job applicants, probate, and bid advertising, etc. Due to charter amendments, the town is required to go out to bid for services and equipment over \$5,000. Increase is due to the Westerly Sun increase in cos to legal ads due to less subscribers.

**490-4945 - POSTAGE - \$21,750**

Cost for Department postage needs, including tax bills, notices, election mailings and Town Pipeline distribution.

**490-4950 - COMPUTERS & MAINTENANCE - \$162,500**

Purchase of computer hardware purchases, upgrades and maintenance along with software maintenance contracts for all departments (except for police computer maintenance is budgeted separately).

Computer Hardware:	\$	25,000
Computer Software:	\$	6,500
Consultants:	\$	10,000
<i>Sub-total</i>	\$	<u>41,500</u>
Software Maintenance Agreements	\$	120,814
<b>Total</b>	\$	<b><u>162,314</u></b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**490 - CENTRAL SERVICES (cont'd):**

CAMA GIS Online Modeling	\$	800
CAMA Software Cloud Hosting	\$	7,500
Tax Admin.	\$	4,525
Tax Collection	\$	4,525
Building Official	\$	2,125
Web Hosting	\$	3,230
Tax Admin & Tax Collection	\$	2,289
Tyler Technologies:		
Unifund - BudetSense	\$	26,500
Gilbarco, Inc.:		
Gasboy	\$	250
Avenet:		
GovOffice - Town Webpage	\$	2,950
Town Clerk Software:		
Probate, Dog License, Business License	\$	1,880
Accela / IQM2:		
TC Agenda, Minutes, Video Streaming	\$	12,725
Planning Agenda, Minutes, Video Streaming		
Zoning Agenda, Minutes, Video Streaming		
GIS:		
ESRI - ArcGIS & ArcView	\$	4,700
Mapinfo	\$	1,000
Drone Software	\$	3,000
WebGIS:		
New England Geo Systems	\$	5,500
<i>sub total</i>	\$	92,724



**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**490 - CENTRAL SERVICES (cont'd):**

Emergency Comm. Network Inc.

Code Red	\$	6,000
I Am Responding	\$	300
MyRec		
Parks & Rec Program Attendance Software	\$	3,395
Curia Systems:		
Municipal Court	\$	6,000
Computer Network:		
ScaleCare - HC1150z	\$	9,500
ScaleCare - HC1100	\$	5,000
GoDaddy webmail SSL certificate	\$	1,000
sub total	\$	31,195
Total	\$	120,814

**490-4955 - POOL VEHICLE MAINTENANCE - \$12,000**

Gasoline usage and general repairs for nine vehicles used by Town Hall staff including Recreation, Tax Assessor, Building Official, GIS, Wastewater, Town Planner and Animal Control Officer.

**490-4970 - EQUIPMENT LEASE/RENTAL - \$20,750**

Postage Machine Rental – Police Station:	\$ 880
Postage Machine Rental – Town Hall :	780
Postage Machine Maintenance – Town Hall:	3,120
Copy Machine-Town Hall (Administration):	9,500
Copy Machine-Town Hall (Administration):	6,470
Total	<u>\$20,750</u>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**490 - CENTRAL SERVICES (cont'd):**

**490-4980 - CODIFICATION UPDATE - \$4,000**

Ordinances approved by Council and sent to General Code for inclusion in the Town Code of Ordinances and Planning records.

**490-5010 – TOWN HALL CLERK - \$44,932**

FY22Wages: \$43,836  
Longevity: 1,096

**490-6065- PURCHASED SERVICES - \$1,600**

This line item funds document shredding expense for municipal departments.

---

**Central Services TOTAL REQUESTED BUDGET \$373,532**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.510.4925.000	EXPENDITURE	Police Communications	\$17,110	\$17,310	\$17,000	\$17,000	\$8,295	\$18,000	\$18,000	\$18,000	\$18,000
01.510.4945.000	EXPENDITURE	Postage	\$200	\$0	\$200	\$200	\$0	\$0	\$0	\$0	\$0
01.510.4950.000	EXPENDITURE	Computer Maintenance	\$49,946	\$24,303	\$30,000	\$30,000	\$7,773	\$30,000	\$30,000	\$30,000	\$30,000
01.510.4970.000	EXPENDITURE	Equipment Rental/Leases	\$5,030	\$4,214	\$5,800	\$5,800	\$1,825	\$5,800	\$5,800	\$5,800	\$5,800
01.510.4975.000	EXPENDITURE	Equipment Maint/Contracts	\$43,024	\$45,767	\$58,000	\$58,000	\$40,138	\$71,297	\$71,297	\$71,297	\$71,297
01.510.5000.000	EXPENDITURE	Police Chief Salary	\$100,442	\$103,455	\$100,023	\$100,023	\$54,628	\$100,023	\$100,023	\$100,023	\$100,023
01.510.5000.002	EXPENDITURE	Police Chief Longevity	\$9,520	\$9,806	\$10,002	\$10,002	\$5,193	\$10,002	\$10,002	\$10,002	\$10,002
01.510.5005.000	EXPENDITURE	Police Salaries	\$1,315,002	\$1,341,121	\$1,422,829	\$1,422,829	\$77,379	\$1,437,388	\$1,437,388	\$1,437,388	\$1,437,388
01.510.5005.002	EXPENDITURE	Police Longevity	\$70,908	\$69,203	\$75,513	\$75,513	\$40,033	\$80,037	\$80,037	\$80,037	\$80,037
01.510.5010.000	EXPENDITURE	Dispatch Wages	\$172,610	\$169,980	\$195,326	\$195,326	\$100,980	\$195,326	\$195,326	\$195,326	\$195,326
01.510.5010.001	EXPENDITURE	Police Secretary Wages	\$44,597	\$49,242	\$45,632	\$45,632	\$24,571	\$45,632	\$45,632	\$45,632	\$45,632
01.510.5010.003	EXPENDITURE	Dispatcher Longevity Pay	\$10,033	\$11,753	\$12,406	\$12,406	\$5,317	\$12,913	\$12,913	\$12,913	\$12,913
01.510.5010.006	EXPENDITURE	Police Sec Longevity Wages	\$4,260	\$4,239	\$4,563	\$4,563	\$2,458	\$4,563	\$4,563	\$4,563	\$4,563
01.510.5010.007	EXPENDITURE	Accreditation Admin Assistant	\$13,790	\$11,377	\$18,276	\$18,276	\$8,850	\$18,276	\$18,276	\$18,276	\$18,276
01.510.5012.000	EXPENDITURE	Police Custodians Wages	\$26,456	\$32,999	\$36,872	\$36,872	\$21,641	\$36,872	\$36,872	\$36,872	\$36,872
01.510.5025.000	EXPENDITURE	Police Overtime Wages	\$242,599	\$276,592	\$230,000	\$230,000	\$135,125	\$230,000	\$230,000	\$230,000	\$230,000
01.510.5025.001	EXPENDITURE	Dispatcher Overtime Wages	\$33,896	\$32,232	\$20,000	\$20,000	\$24,338	\$20,000	\$20,000	\$20,000	\$20,000
01.510.5030.000	EXPENDITURE	Police Holiday Pay	\$84,807	\$99,043	\$98,177	\$98,177	\$60,626	\$99,134	\$99,134	\$99,134	\$99,134
01.510.5030.001	EXPENDITURE	Dispatcher Holiday Pay	\$15,567	\$15,127	\$13,737	\$13,737	\$9,848	\$13,737	\$13,737	\$13,737	\$13,737
01.510.5035.000	EXPENDITURE	Police Temporary Pay	\$24,789	\$9,661	\$25,000	\$25,000	\$19,571	\$25,000	\$25,000	\$25,000	\$25,000
01.510.5040.000	EXPENDITURE	Police Detail Pay	\$9,956	\$13,708	\$0	\$0	\$42,454	\$0	\$0	\$0	\$0
01.510.5070.000	EXPENDITURE	Police Uniforms	\$29,630	\$30,482	\$39,750	\$39,750	\$13,500	\$29,629	\$29,629	\$29,629	\$29,629
01.510.6005.000	EXPENDITURE	Police Training	\$16,853	\$12,531	\$20,000	\$20,000	\$3,138	\$20,000	\$20,000	\$20,000	\$20,000
01.510.6010.000	EXPENDITURE	Police Tuition Reimbursement	\$18,693	\$31,965	\$20,000	\$20,000	\$29,473	\$20,000	\$20,000	\$20,000	\$20,000
01.510.6015.000	EXPENDITURE	Dues & Subscriptions	\$615	\$1,261	\$1,500	\$1,500	\$470	\$1,500	\$1,500	\$1,500	\$1,500
01.510.6020.000	EXPENDITURE	Operating Supplies	\$9,605	\$8,406	\$12,000	\$12,000	\$5,334	\$12,500	\$12,500	\$12,500	\$12,500
01.510.6025.000	EXPENDITURE	Operating Supply/Vehicle	\$59,090	\$43,765	\$66,400	\$66,400	\$22,680	\$77,500	\$77,500	\$77,500	\$77,500
01.510.6040.000	EXPENDITURE	Maintenance & Repairs	\$35,517	\$39,436	\$32,000	\$32,000	\$15,602	\$32,000	\$32,000	\$32,000	\$32,000
01.510.6050.000	EXPENDITURE	Professional Development	\$1,162	\$217	\$3,000	\$3,000	\$0	\$2,500	\$2,500	\$2,500	\$2,500
01.510.6052.000	EXPENDITURE	Police Accreditation	-\$400	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01.510.6055.000	EXPENDITURE	Professional Services	\$180	\$354	\$4,800	\$4,800	\$0	\$4,800	\$4,800	\$4,800	\$4,800
01.510.6065.000	EXPENDITURE	Purchased Services	\$24,892	\$16,848	\$15,200	\$15,200	\$5,831	\$16,000	\$16,000	\$16,000	\$16,000
01.510.6070.000	EXPENDITURE	Travel Expense	\$635	\$214	\$350	\$350	\$0	\$350	\$350	\$350	\$350
01.510.6075.000	EXPENDITURE	Tools/Equipment	\$19,693	\$21,276	\$20,000	\$20,000	\$10,951	\$23,000	\$23,000	\$23,000	\$23,000
01.510.6165.000	EXPENDITURE	Repairs & Maint - Facility	\$17,245	\$22,529	\$15,500	\$15,500	\$21,416	\$22,850	\$22,850	\$22,850	\$22,850
01.510.6195.000	EXPENDITURE	Utilities	\$56,692	\$50,319	\$65,000	\$65,000	\$21,303	\$68,500	\$68,500	\$68,500	\$68,500
			\$2,584,643.85	\$2,620,736	\$2,736,856	\$2,736,856	\$842,741	\$2,787,129	\$2,787,129	\$2,787,129	\$2,787,129

**510 POLICE DEPARTMENT:**

**510-4925 COMMUNICATIONS**

**\$18,000**

Police telecommunications services and Cox internet for emergency dispatching center and department offices.

## 510-4950 COMPUTER MAINTENANCE

**\$30,000**

Computer licensing and software, hardware and necessary upgrades to desktops, laptops and mobile data terminals. Building security devices, IT technical services, maintenance and repairs. Includes facility surveillance technology, CCTV system and proximity security system maintenance.

## 510-4970 EQUIPMENT RENTAL/LEASE

**\$ 5,800**

**Rental of main copy machine and electronic postage meter expenses.**

**510-4975 EQUIPMENT CONTRACTS / MAINTENANCE**

**\$71,297**

Tri-Tech RMS System	\$ 17,690
Carousel Telephone Recordings	4,240
Power DMS (Training / Accreditation)	6,301
All Traffic Solutions (Remote Services)	2,000
Higgins ID Card Device PM	525
Praetorian Digital (Police-One)	2,465
HVAC Quarterly PM	7,000
Griggs & Browne	475
Fire Alarm Inspections	4,300
Elevator Inspections	4,000
Acorn Digital Recording System	1,950
Thales Group / Gernalto Fingerprinting	2,850
Lexis Nexis (Accurant)	825
Guardian Tracking	3,376
Cellebrite Investigative Software	3,500
Police DTS Detail Management Software	4,800
CPD Gmail	5,000

<b>Total</b>	<b>\$ 71,297</b>
--------------	------------------

**510 POLICE DEPARTMENT (cont'd):****510-5000 ADMINISTRATION****\$110,025**

2020 Salary        \$100,023  
Longevity         \$ 10,002

**510-5005 SALARIES****\$1,517,425**

The Police Department is made up of both sworn and civilian personnel. The salaries of the police officers, dispatchers and the police secretary are all set by collective bargaining agreements.

<b><u>Rank</u></b>	<b><u>Salary</u></b>	<b><u>Longevity</u></b>	<b><u>TOTAL WAGES</u></b>
Lieutenant	\$87,878	\$8,788	\$96,666
Lieutenant	\$87,878	\$8,788	\$96,666
Sergeant	\$80,245	\$7,220	\$87,465
Sergeant	\$80,245	\$6,821	\$87,065
Sergeant	\$80,245	\$5,617	\$85,862
Sergeant	\$80,245	\$4,815	\$85,059
Detective	\$75,804	\$7,580	\$83,384
Detective	\$75,804	\$6,443	\$82,247
Patrolman	\$72,622	\$7,262	\$79,884
Patrolman	\$72,622	\$7,262	\$79,884
Patrolman	\$72,622	\$5,447	\$78,068
Patrolman	\$72,622	\$2,179	\$74,800
Patrolman	\$72,622	\$1,816	\$74,437
Patrolman	\$72,622	\$0	\$72,622
Patrolman	\$70,894	\$0	\$70,894
Patrolman	\$72,622	\$0	\$72,622
Patrolman	\$72,622	\$0	\$72,622
Patrolman	\$68,013	\$0	\$68,013
Patrolman	\$69,165	\$0	\$69,165
	<b>\$1,437,388</b>	<b>\$80,037</b>	<b>\$1,517,425</b>

**510 POLICE DEPARTMENT (cont'd):**

**510-5010 WAGES (DISPATCH AND SECRETARY)**

**\$276,710**

		<b>Wages</b>	<b>Longevity</b>	<b>Total</b>
Secretary	<b>Teamsters' Union</b>	\$ 45,632	\$ 4,563	\$ 50,195
Dispatcher	<b>Laborers' Union</b>	\$ 50,637	\$ 5,064	\$ 55,701
Dispatcher	"	\$ 50,637	\$ 5,064	\$ 55,701
Dispatcher	"	\$ 50,637	\$ 2,785	\$ 53,422
Dispatcher	"	\$ 43,415		\$ 43,415
				<hr/>
				\$ 208,239

Accreditation and Training Admin. Ass't (\$18.66/hr. x 38 hrs./26 pays) 

---

\$ 18,276

**TOTAL**

**\$ 276,710**

**510-5012 CUSTODIAN WAGE:**

**\$36,872**

Custodian / Building Maintenance, two (2) staff paid \$18.66/hour each

	per hour	#of hours	26 Pays	Total
Maintenance	\$18.66	38	\$36,872.16	\$36,872.16

**510-5025 OVERTIME:**

**\$250,000**

Overtime funding is used to cover sworn officer absences caused by the use of vacation, sick and/or personal leave, officer injuries and any minimum staffing requirements. The overtime line also covers mandatory dispatcher backfills and agency court attendance costs needs. Agency overtime needs may fluctuate with unanticipated staffing shortages, states of emergency, and increases in seasonal demands on public safety services in any given fiscal year.

**510 POLICE DEPARTMENT (cont'd):**

**510-5030 HOLIDAY PAY:**

**\$112,872**

All Police Department personnel receive holiday pay in addition to their regular pay for each of 12 contract holidays with the exception of the Dispatchers who receive 13. If an officer is scheduled to work they get time and one half, in addition to their regular day's pay. If they are on a scheduled day off they get an extra day's pay. Based on the 4 days on/two days off work schedule they work on the average 2 out of every 3 holidays. This would make for 8 holidays at time and one half and 4 at straight time.

**510-5035 TEMPORARY STAFF PAY**

**\$25,000**

This line is used to fund part-time emergency services employees that include; part-time Dispatchers, Special Police Officers and Traffic Constables, when working directly for the town of Charlestown at town rate.

**510-5070 UNIFORMS THROUGH PAYROLL**

**\$29,629**

Uniform clothing allowances for full-time Police Officers per FOP 40 contract.

**510-6005 TRAINING**

**\$20,000**

This line item funds the agency's program of continual training of personnel in all high liability areas of law enforcement and emergency services. Training in many disciplines is required by state law, in addition training is necessary in order to maintain compliance with industry best practices. This line includes travel and/or accommodations where necessary. Maintenance of the agency's RIPAC accreditation requires sworn officers and civilian staff to participate in an increasing number of industry related trainings, certification and recertification annually and bi-annually.

**510-6010 TUITION REIMBURSEMENT**

**\$20,000**

This line item is used to pay or reimburse officers for eligible college courses expenses in the area of; administration of justice or criminal justice related programs as provided for under the RI police officers incentive program. Rhode Island General Law 42-28.1-3 mandates that cities or towns reimburse for tuition and expenses for college courses in these job specific areas. The investment in continuing education of CPD's law enforcement officers increases the agency's overall professionalism while reducing municipal liability.

10 Courses @ \$2,000 each

Estimated

**510-6015 DUES & SUBSCRIPTIONS**

**\$1,500**

This item is used for the payment of dues for department members to belong to professional organizations and associations as well as for the payment of professional journals, newsletters, manuals and law enforcement publications.



**510 POLICE DEPARTMENT (cont'd):**

**510-6020 OPERATING SUPPLIES - POLICING PROGRAMS**

**\$12,500**

These funds are used to purchase and maintain the agency's office supplies which are necessary for effective and efficient departmental operations. In addition, this line funds the agency's rapidly evolving *community policing program and initiatives*.

**510-6025 OPERATING SUPPLIES – VEHICLES/GENERATOR**

**\$77,500**

This line item is used for the purchase of such items as gasoline, diesel fuel, tires, etc. The department uses on average 1,500 gallons of gas per month, as well as approximately 100 gallons of diesel. Prices will change with current world oil market fluctuations. Approximate usages and costs.

Gas	1550	12	\$3.50	\$65,100
Diesel	100	12	\$3.50	\$4,200

The police cruisers and administrative vehicle use an average of two (2) sets of tires per year. The department benefits from government pricing in the purchase of tires. In addition, this line covers the cost of incidental fleet related fluids and cleaning supplies.

	Number	Estimated Cost	TOTAL
Tires	50	\$ 140.00	\$7,000
Supplies: Oil, Washer Fluid, etc.			\$1,200

**510-6040 POLICE CRUISER MAINTENANCE & REPAIR**

**\$32,000**

These funds are used for the repair, maintenance and replacement of all motor vehicle fleet related equipment for the department.

**510-6050 PROFESSIONAL DEVELOPMENT**

**\$2,500**

This line is used for the Chief of Police to attend a program of continuing education in management, leadership and executive development. The line also cover the cost of travel and attendance to IACP and RICPA conferences.

**510 POLICE DEPARTMENT (cont'd):**

**510-6052 POLICE ACCREDITATION**

**\$2,000**

This line is used to pay annual dues to the Rhode Island Police Accreditation Commission (RIPAC) in order to maintain the agency's accreditation credentials.

**510-6055 PROFESSIONAL SERVICES**

**\$4,800**

These funds are used to cover the cost associated with pre-employment testing which may include written examinations, background investigation costs, and psychological examinations. It also covers costs associated with maintaining the agency's professional standards in cases where employees may require fitness for duty (FFDE) medical and psychological evaluations, drug screening and other related services. This line is also used for equipment startup costs associated with the hiring of new officers, including those that will be attending the RI Municipal Police Academy.

**510-6065 PURCHASED SERVICES**

**\$16,000**

Dispatcher Uniform Allowance	\$	2,000
Firearms Range Fees	\$	2,500
Police Secretary Clothing	\$	700
Uniform Cleaning	\$	9,300
Trash Service	\$	2,000

**510-6070 TRAVEL**

**\$350**

Costs associated with Department members traveling (EZ Passes) to obtain training and/or continued education, which may not be available in the local area.

**510-6075 TOOLS AND EQUIPMENT**

**\$23,000**

These funds are used to purchase any minor police related equipment and to facilitate repairs to the existing equipment.

Detective Investigative Equipment and Supplies	\$	2,500
Patrol Operations Equipment Supplies	\$	4,000
Janitorial Supplies and Maintenance Equipment	\$	4,000
Ammunition and Firearm Repair	\$	10,000
Facilities Maintenance Equipment Repairs	\$	2,500

**510 POLICE DEPARTMENT (cont'd):**

**510-6165 REPAIRS & MAINTENANCE**

**\$22,850**

Estimated expenses for anticipated preventative maintenance at the police facility to include emergency generators, base and mobile police radios and antennas, HVAC repairs, septic service:

Storm Guardian Hurricane Protection Maintenance:	\$2,650
Police Base Station and Mobile Radio Maintenance:	\$1,500
Septic Cleaning	\$ 300
Emergency Generator PM (2)	\$ 1,400
Heating and Cooling (HVAC) Repairs	\$ 17,000

**510-6195 UTILITIES**

**\$68,500**

Electricity	\$ 34,000
Number 2 Heating Fuel (11,500 gallon x \$3.00)	\$ 34,500

**Charlestown Police Department TOTAL REQUESTED BUDGET : \$2,787,129**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.520.5005.000	EXPENDITURE	Building Inspector Salary	\$85,027	\$90,494	\$95,203	\$95,203	\$51,264	\$97,583	\$97,583	\$97,583	\$97,583
01.520.5005.002	EXPENDITURE	Building Inspector Longevity	\$2,206	\$2,262	\$4,615	\$4,615	\$2,564	\$4,879	\$4,879	\$4,879	\$4,879
01.520.5010.000	EXPENDITURE	Building Inspector Wages	\$91,417	\$144,295	\$155,058	\$155,058	\$82,589	\$157,494	\$157,494	\$157,494	\$157,494
01.520.5010.003	EXPENDITURE	Building Inspector Emp Longevity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.520.5015.000	EXPENDITURE	Building Inspector Part-time Field Inspector	\$47,856	\$10,473	\$15,600	\$15,600	\$5,962	\$16,640	\$16,640	\$16,640	\$16,640
01.520.5025.000	EXPENDITURE	Building Inspector Overtime Wages	\$274	\$3,143	\$3,000	\$3,000	\$1,984	\$3,500	\$3,500	\$3,500	\$3,500
01.520.6015.000	EXPENDITURE	Dues & Subscriptions	\$894	\$425	\$800	\$800	\$265	\$800	\$800	\$800	\$800
01.520.6020.000	EXPENDITURE	Operating Supplies	\$1,344	\$1,461	\$1,400	\$1,400	\$300	\$1,400	\$1,400	\$1,400	\$1,400
01.520.6050.000	EXPENDITURE	Professional Development	\$1,840	\$929	\$1,800	\$1,800	\$0	\$1,800	\$1,800	\$1,000	\$1,000
01.520.6065.000	EXPENDITURE	Purchased Services	\$0	\$8,120	\$18,000	\$18,000	\$6,040	\$18,000	\$18,000	\$14,500	\$14,500
01.520.6070.000	EXPENDITURE	Travel Expense	\$679	\$434	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.520.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$0	\$400	\$400	\$0	\$400	\$400	\$400	\$400
			<b>\$231,537</b>	<b>\$262,037</b>	<b>\$296,376</b>	<b>\$296,376</b>	<b>\$150,968</b>	<b>\$302,996</b>	<b>\$302,996</b>	<b>\$298,696</b>	<b>\$298,696</b>
01.530.5010.000	EXPENDITURE	CEMA Wages	\$44,124	\$45,448	\$47,039	\$47,039	\$25,329	\$47,039	\$47,039	\$47,039	\$47,039
01.530.6005.000	EXPENDITURE	Training Exercises Cost	\$1,051	\$1,030	\$1,200	\$1,200	\$455	\$1,200	\$1,200	\$1,200	\$1,200
01.530.6015.000	EXPENDITURE	Dues & Subscriptions	\$250	\$250	\$250	\$250	\$0	\$250	\$250	\$250	\$250
01.530.6020.000	EXPENDITURE	Operations/Communications & Supplies	\$4,710	\$4,159	\$5,150	\$5,150	\$2,202	\$6,000	\$6,000	\$6,000	\$6,000
01.530.6025.000	EXPENDITURE	Operating Supplies/Vehicle	\$1,441	\$2,090	\$2,000	\$2,000	\$271	\$2,000	\$2,000	\$2,000	\$2,000
01.530.6040.000	EXPENDITURE	Repairs & Maintenance	\$2,752	\$3,096	\$2,500	\$2,500	\$250	\$2,500	\$2,500	\$2,500	\$2,500
01.530.6050.000	EXPENDITURE	Professional Development	\$44	\$469	\$1,000	\$1,000	\$250	\$1,000	\$1,000	\$1,000	\$1,000
01.530.6060.000	EXPENDITURE	Printing & Binding	\$74	\$0	\$400	\$400	\$0	\$400	\$400	\$400	\$400
01.530.6065.000	EXPENDITURE	Purchased Services & Uniforms	\$1,168	\$680	\$1,600	\$1,600	\$450	\$1,600	\$1,600	\$1,600	\$1,600
01.530.6070.000	EXPENDITURE	Travel Expense	\$52	\$92	\$500	\$500	\$0	\$500	\$500	\$500	\$500
01.530.6073.000	EXPENDITURE	Hazard Mitigation Plan	\$1,986	\$400	\$2,500	\$2,500	\$220	\$3,500	\$3,500	\$2,500	\$2,500
01.530.6075.000	EXPENDITURE	Tools & Equipment	\$3,196	\$5,776	\$6,750	\$6,750	\$1,520	\$6,750	\$6,750	\$6,000	\$6,000
01.530.6082.000	EXPENDITURE	Fire Wise Community Outreach	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$3,500	\$3,500
01.530.6090.000	EXPENDITURE	Grant Match Funding	\$2,750	\$2,187	\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$3,000	\$3,000
			<b>\$63,598</b>	<b>\$65,676</b>	<b>\$74,889</b>	<b>\$74,889</b>	<b>\$30,947</b>	<b>\$81,739</b>	<b>\$81,739</b>	<b>\$77,489</b>	<b>\$77,489</b>
01.540.5005.000	EXPENDITURE	ACO Salary	\$45,926	\$47,534	\$49,198	\$49,198	\$26,490	\$49,198	\$49,198	\$49,198	\$49,198
01.540.5005.002	EXPENDITURE	ACO Longevity	\$4,593	\$4,753	\$4,919	\$4,919	\$2,650	\$4,919	\$4,919	\$4,919	\$4,919
01.540.5010.000	EXPENDITURE	ACO Wages	\$21,153	\$28,208	\$27,923	\$27,923	\$14,428	\$40,648	\$30,000	\$30,000	\$30,000
01.540.5025.000	EXPENDITURE	ACO Overtime Wages	\$1,330	\$265	\$2,575	\$2,575	\$1,270	\$2,575	\$2,575	\$2,575	\$2,575
01.540.6020.000	EXPENDITURE	Operating Supplies	\$5,028	\$6,985	\$6,500	\$6,500	\$3,970	\$6,500	\$6,500	\$6,500	\$6,500
01.540.6040.000	EXPENDITURE	Maintenance & Repairs	\$3,292	\$1,004	\$6,000	\$6,000	\$1,985	\$6,000	\$6,000	\$6,000	\$6,000
01.540.6050.000	EXPENDITURE	Professional Development	\$50	\$50	\$700	\$700	\$0	\$700	\$700	\$700	\$700
01.540.6055.000	EXPENDITURE	Professional Services	\$9,582	\$4,141	\$10,000	\$10,000	\$3,442	\$10,000	\$10,000	\$10,000	\$10,000
01.540.6075.000	EXPENDITURE	Tools/Equipment	\$288	\$22	\$800	\$800	\$17	\$800	\$800	\$800	\$800
			<b>\$91,241</b>	<b>\$92,962</b>	<b>\$108,615</b>	<b>\$108,615</b>	<b>\$54,252</b>	<b>\$121,340</b>	<b>\$110,692</b>	<b>\$110,692</b>	<b>\$110,692</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**520 - BUILDING OFFICIAL/INSPECTOR:**

**520-5005 - SALARY - \$102,462**

Building Official –

FY2021 Salary     \$97,583

Longevity             \$ 4,879

**520-5010 - WAGES - \$157,494**

Building/Zoning Clerk –

FY2021 Salary     \$42,846

Building/Electrical Inspector –

FY2021 Salary -     \$57,989

Zoning/Code Enforcement Officer –

FY2021 Salary -     \$56,659

**520-5015 – PART-TIME INSPECTORS – \$16,640**

Plumbing/Mechanical Inspector –

FY2021 Salary -     \$15,600

(PT 10 hours / week @ \$32.00)

**520-5025 - OVERTIME WAGES - \$3,500**

Building/Zoning Clerk and Zoning/Code Enforcement Officer for 12 plus or minus Zoning Board meetings based on Teamster's Local 251 contract.

**520-6015 - DUES & SUBSCRIPTIONS - \$800**

RIBOA Membership Dues, RIFMA Conference & Dues, ASFPM Membership Dues, Building Code & Commentary Books, Building & Zoning Journals.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**520 – BUILDING OFFICIAL/INSPECTOR (Cont'd):**

**520-6020 - OPERATING SUPPLIES - \$1,400**

Additional code books, code supplements and updates, inspection supplies, general office supplies, repairs of office equipment and small office equipment.

**520-6050 - PROFESSIONAL DEVELOPMENT - \$1,000**

Building Official / Floodplain Manager Professional Development & Continuing Education as required by State Law for continued certification.

**520-6065 – PURCHASED SERVICES - \$14,500**

Outside services when demand is high.

**520-6070 – TRAVEL EXPENSE - \$500**

Personal vehicle travel expense.

**520-6075 – TOOLS & EQUIPMENT - \$400**

Miscellaneous field tools and large office equipment.

---

**Building Official/Inspector TOTAL REQUESTED BUDGET \$298,696**

**SUPPLEMENTAL INFORMATION**  
**FY 2021 – 2022**

**530 – EMERGENCY MANAGEMENT:**

**530-5010 – WAGES - \$ 47,039**

Director (Includes mileage)

Salary for FY 2021 @ \$2,434.18/mo. = \$29,210

Deputy Director/ Special Needs

Salary for FY2021 @ \$495.23/mo. = \$5,943

Assistant Director/ Operations Officer

Salary for FY2021 @ \$495.23/mo. = \$5,943

Assistant Director /MEDS (Support for local portion of Federal Medical Emergency Distribution System/MEDS program)

Salary for FY2021 @ \$495.23/mo. = \$5,943

**530-6005 - TRAINING EXERCISE COSTS - \$1,200**

RIEMA has advised local communities that federal grant monies for training exercises will be competitive on a state basis and most likely on a local basis according to risk and vulnerability. Accordingly, local communities should make budget provisions for their training and exercise programs.

**530-6015 - DUES AND SUBSCRIPTIONS - \$250**

Charlestown EMA is an official voting member of the Southern League (\$100)

And the RI State Association of Emergency Managers (\$150).

**530-6020 – OPERATING SUPPLIES - \$6,000**

Postage	\$ 100	Office Supplies	\$250
Vehicle lighting permits	\$ 30	Task Force Expense	\$380
Verizon Air Card/MiFi Service (\$40 per month x4)	\$2,290	Shelter Manager Pager	\$190
Smart Phone service (Director, Deputy, MEDS & Comm. Officer)	\$2,760		
		Total	\$6,000

**530-6025- OPERATING SUPPLIES (VEHICLE) - \$2,000**

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer but not limited to Fuel, Wiper blades, Lube/Oil/Filters and Tires.



**SUPPLEMENTAL INFORMATION**  
**FY 2021 – 2022**

**530 – EMERGENCY MANAGEMENT (cont'd)**

**530-6040- REPAIRS & MAINTENANCE (VEHICLE) – \$2,500**

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer for large scale scheduled service and repair contingency.

**530-6050- PROFESSIONAL DEVELOPMENT & SEMINAR(S) - \$1,000**

Continuing Education related to the Emergency Management Profession	\$500
Charlestown share of regional meeting support	\$500

**530-6060- PRINTING & BINDING - \$400**

Miscellaneous printing costs for copies of state/regional plans and binders for documents.

**530-6065- PURCHASED SERVICES & UNIFORMS - \$1,600**

Uniforms/Shirts-Miscellaneous costs for ID Windbreakers, Jackets, and Polo Shirts for ID and Team-making purposes	\$400
Static IP Line into EOC (Non-Corningled w/NCIC per Federal Regulations) \$100 per month x 12 months (EM Discount)	<u>\$1,200</u>
	\$1,600

**530-6070- TRAVEL- \$500**

Miscellaneous travel reimbursements for staff (Other than Director) to Seminars, Mandatory Training and Meetings.

**530-6073 – HAZARD MITIGATION PLAN - \$3,500**

On-going support to prepare and update the Hazard Mitigation Plan.

(A current, approved plan is necessary for FEMA Post Disaster Mitigation Project(s) Funding and for Federal Community Rating System/CRS Flood Insurance Points.)

**SUPPLEMENTAL INFORMATION**  
**FY 2021 – 2022**

**530 – EMERGENCY MANAGEMENT (cont'd)**

**530-6075 – TOOLS & EQUIPMENT - \$6,000**

Emergency Operating Center/HRT (Ham Radio) support equipment	\$ 500
Charlestown MEDS Team (Alternate Budget Funded)	\$ -
CERT/Community Emergency Response Team support equipment	\$ 500
Charlestown Emergency Shelter Team support equipment	\$ 750
"Special Needs" required products	\$ 750
Supplies (Stored goods, i.e. blankets, etc.)	\$ 750
Supplies (Expendable goods, i.e. radio & flashlight batteries)	\$ 1,000
Contingency for emergency purchases and equipment	\$ 1,000
Warming/Cooling Center supplies	\$ 750
<b>Total</b>	<b>\$ 6,000</b>

**530-6082 – FIREWISE / COMMUNITY OUTREACH - \$3,500**

NFPA's Firewise USA® program teaches people how to adapt to living with wildfire and encourages neighbors to work together and take action now to prevent losses.

Charlestown will be joining the growing network of more than 1,500 recognized Firewise USA® sites from across the nation taking action and ownership in preparing and protecting their homes against the threat of wildfire.

**530-6090- GRANT MATCH FUNDING (for Public Projects) - \$3,000**

Throughout each year, targeted grant opportunities arise from RIEMA, FEMA, DHS and other various sources which require a dollar match of dedicated, non-comingled, tax-payer approved funds that may reduce the purchase total(s) 50/50, 75/25 and sometimes even 90/10 per each town dollar. Non-Supplanting regulations mean these funds can only supplement and never replace a budgeted item.

---

**Emergency Management TOTAL REQUESTED BUDGET - \$81,739**

**SUPPLEMENTAL INFORMATION**  
**FY2021 - 2022**

**540 - ANIMAL CONTROL:**

**540-5005 - SALARY - \$54,117**

2021 Salary - \$49,198

2021 Longevity - \$ 4,919

**540-5010 - WAGES - \$40,648**

Weekend/holiday shelter assistant covers weekends, holidays, and if available, provides coverage in the absence of the ACO (sick, personal and vacation days). The weekend/holiday rate is available for whoever provides this coverage.

Weekday Assistant is for part-time shelter worker to provide assistance, on a part time basis, to allow the ACO to complete other animal control and shelter responsibilities, and neighborhood patrols.

**540-5025 - OVERTIME PAY - \$2,575**

To provide coverage for calls coming in after regular hours and provide emergency coverage in case the Police Department is unavailable.

**540-6020 - OPERATING SUPPLIES - \$6,500**

Anything needed to operate the Animal Control Department in a professional, sanitary, and up-to-date manner (e.g., animal feed and supplies, cleaning supplies, printing costs, office supplies, computer, and equipment, professional dues and subscriptions, license tags, traps, cages, advertising, repairs, and uniforms, etc.). This is one of the largest and most used line item, therefore, maintaining this level of funding is a reasonable request.

**540-6040 - MAINTENANCE & REPAIRS - \$6,000**

Anything necessary to maintain structure and upkeep of the shelter and to keep things in a proper working order including the replacement of such items (e.g., kennels, fencing, cages, catch poles, painting, appliances, windows, doors, lighting, locks, flooring, septic system, heating and cooling systems, floors, drains, etc.). Additional this fiscal year, there is a need to install and replace three kennel gate panels (stall fronts), kennel dividers, and chain link covers.

**SUPPLEMENTAL INFORMATON**  
**FY2021 - 2022**

**540 - ANIMAL CONTROL: (Cont'd)**

**540-6050 - PROFESSIONAL DEVELOPMENT - \$700**

This account is for personnel and volunteers to attend training and seminars (e.g., national/regional animal control association conferences) to keep current with newest training procedures, laws, and regulations pertaining to state licensed facilities. This includes dog training classes, membership fees, publications, registration fees, and travel expenses (meals, lodging). Attending these training seminars and conferences is an excellent opportunity to learn about new approaches and programs nationally and from around New England, to network with animal control officers and animal professionals, to provide training, and to attend educational sessions on a variety of subjects from leading industry speakers.

**540-6055 - PROFESSIONAL SERVICES - \$10,000**

Pays for emergency care and routine treatment of animals (e.g. veterinarian fees for animals struck by cars or for those that arrive at the shelter sick or injured). Emergency care often requires the use of a 24-hour emergency hospital. Other fees include euthanasia and disposal costs, leukemia/aids and heartworm testing and medical treatments, medications, etc. Also used to assist with the Spay/Neuter Program. This is a reasonable request since this line item includes fees for veterinarian services which are increasing each year. The budgeted amount is just keeping up with annual expenses and will vary from year to year depending on the number of emergency fees and kinds of medical treatment needed.

**540-6075 - TOOLS & EQUIPMENT - \$800**

Anything needed to maintain or upgrade necessary equipment to provide proper handling and restraint of animals (e.g., catch poles, traps, cages, carriers, kennel beds, gloves, etc.).

---

**Animal Control TOTAL REQUESTED BUDGET \$110,692**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.560.5005.000	EXPENDITURE	Public Assistance Stipend	\$0	\$1,000	\$1,020	\$1,020	\$539	\$1,020	\$1,020	\$1,020	\$1,020
01.560.6096.000	EXPENDITURE	Client Assistance Expense	\$4,421	\$4,953.90	\$5,000.00	\$5,000.00	\$860	\$6,000	\$7,500	\$6,000	\$6,000
			\$4,421	\$5,954	\$6,020	\$6,020	\$1,399	\$7,020	\$8,520	\$7,020	\$7,020
01.570.5010.000	EXPENDITURE	Municipal Court Administrative Wages	\$0	\$2,000	\$2,040	\$2,040	\$1,077	\$2,040	\$2,040	\$2,040	\$2,040
01.570.6020.000	EXPENDITURE	Operating Supplies	\$0	\$17	\$600	\$600	\$0	\$600	\$600	\$100	\$100
01.570.6095.000	EXPENDITURE	Municipal Court Judge Stipend	\$7,100	\$7,300	\$7,446	\$7,446	\$3,723	\$7,446	\$7,446	\$7,446	\$7,446
			\$7,100	\$9,317	\$10,086	\$10,086	\$4,800	\$10,086	\$10,086	\$9,586	\$9,586
01.610.5005.000	EXPENDITURE	DPW Administrator Salary	\$95,205	\$98,061	\$100,023	\$100,023	\$53,863	\$100,023	\$100,023	\$100,023	\$100,023
01.610.5005.002	EXPENDITURE	DPW Administrator Longevity	\$9,520	\$9,806	\$10,002	\$10,002	\$5,385	\$10,002	\$10,002	\$10,002	\$10,002
01.610.5010.000	EXPENDITURE	DPW Secretary Wages	\$41,681	\$44,398	\$47,061	\$47,061	\$25,050	\$48,711	\$48,711	\$48,711	\$48,711
01.610.5010.002	EXPENDITURE	DPW Secretary Longevity	\$2,607	\$2,886	\$3,294	\$3,294	\$1,754	\$3,653	\$3,653	\$3,653	\$3,653
01.610.5025.000	EXPENDITURE	DPW Overtime Wages	\$133	\$0	\$210	\$210	\$0	\$1,350	\$1,350	\$500	\$500
01.610.6015.000	EXPENDITURE	Dues & Subscriptions	\$927	\$1,212	\$1,500	\$1,500	\$210	\$1,550	\$1,550	\$1,500	\$1,500
01.610.6020.000	EXPENDITURE	Operating Supplies	\$435	\$769	\$1,500	\$1,500	\$272	\$1,550	\$1,550	\$1,000	\$1,000
01.610.6050.000	EXPENDITURE	Professional Development	\$169	\$0	\$600	\$600	\$135	\$650	\$650	\$500	\$500
01.610.6055.000	EXPENDITURE	Professional Service	\$2,883	\$2,401	\$3,100	\$3,100	\$1,750	\$4,000	\$4,000	\$4,000	\$4,000
01.610.6065.000	EXPENDITURE	Purchased Services	\$9,609	\$7,360	\$11,000	\$11,000	\$2,865	\$12,000	\$12,000	\$11,000	\$11,000
			\$163,170	\$166,892	\$178,290	\$178,290	\$91,284	\$183,489	\$183,489	\$180,889	\$180,889
01.620.5010.000	EXPENDITURE	DPW Wages	\$363,028	\$389,106	\$406,675	\$406,675	\$213,627	\$406,675	\$406,675	\$406,675	\$406,675
01.620.5010.005	EXPENDITURE	DPW Employee Longevity	\$31,871	\$33,562.26	\$35,167.00	\$35,167.00	\$18,935	\$35,167	\$35,167	\$35,167	\$35,167
01.620.5025.000	EXPENDITURE	DPW Overtime Wages	\$32,153	\$12,607.73	\$42,500.00	\$42,500.00	\$11,800	\$60,000	\$60,000	\$50,000	\$50,000
01.620.6020.000	EXPENDITURE	Operating Supplies	\$50,541	\$51,288.65	\$50,302.00	\$50,302.00	\$29,535	\$55,429	\$55,429	\$55,429	\$55,429
01.620.6040.000	EXPENDITURE	Maintenance & Repairs	\$96,688	\$104,063	\$105,700	\$105,700	\$45,455	\$108,870	\$108,870	\$108,870	\$108,870
01.620.6045.000	EXPENDITURE	Maintenance Supplies	\$86,282	\$73,147	\$135,000	\$135,000	\$13,625	\$185,463	\$185,463	\$120,000	\$120,000
01.620.6065.000	EXPENDITURE	Purchased Services-Trails & Fields Maint.	\$0	\$0	\$20,000	\$20,000	\$5,725	\$25,000	\$25,000	\$15,000	\$19,080
01.620.6075.000	EXPENDITURE	Tools/Equipment	\$3,950	\$2,242.82	\$7,250.00	\$7,250.00	\$1,685	\$7,500	\$7,500	\$5,000	\$5,000
01.620.6160.000	EXPENDITURE	Road Sealing & Striping	\$181,424	\$275,661.01	\$300,000.00	\$300,000.00	\$15,355	\$355,016	\$355,016	\$355,016	\$355,016
01.620.6170.000	EXPENDITURE	Rentals	\$5,138	\$12,114.60	\$6,000.00	\$6,000.00	\$1,350	\$6,180	\$6,180	\$6,180	\$6,180
01.620.6190.000	EXPENDITURE	Street Lighting	\$6,409	\$6,813.96	\$7,500.00	\$7,500.00	\$6,815	\$7,500	\$7,500	\$7,500	\$7,500
			\$857,484	\$960,607	\$1,116,094	\$1,116,094	\$363,907	\$1,252,800	\$1,252,800	\$1,164,837	\$1,168,917

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**560 – CLIENT ASSISTANCE:**

**560-5010 – Salary: \$1,020**

Salary to disburse the funds.

**560-6096 –CLIENT ASSISTANCE EXPENSES \$6,000**

Funds shall be disbursed to meet (but are not limited to) the following needs:

Food, clothing, prescription and medical assistance, utility assistance, housing shelter assistance, transportation assistance.

---

**Client Assistance TOTAL REQUESTED BUDGET \$7,020**

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**570 – MUNICIPAL COURT:**

**570-5010 – SALARY - \$2,040**

Salary for the Municipal Court Clerk

**570-6020 – OPERATING SUPPLIES: \$100**

Office and other supplies.

**570-6095 –MUNICIPAL COURT JUDGE STIPEND: \$7,446**

Municipal Court Judge will receive \$1,861.50 per quarter (12 sessions).

---

**Municipal Court TOTAL REQUESTED BUDGET \$9,586**



**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**610 - DPW ADMINISTRATION:**

**610-5005 – SALARY - \$110,025**

2022 Salary - \$100,023

2022 Longevity - \$10,002

**610-5010 - WAGES - \$**

2022 Salary - \$48,711

2022 Longevity - \$3,653

Administrative Assistant position funded at 37.5 hours/week per Teamster's Local 251 Collective Bargaining Agreement.

Position reflects expanded responsibilities and includes potential use, in a limited role, providing clerical support for other DPW divisions.

Longevity based on fifteen years seniority.

**610-5025 –OVERTIME WAGES - \$500**

Per the union contract. Overtime wages paid at time and one half.

**610-6015 - DUES & SUBSCRIPTIONS - \$1,550**

Covers costs to obtain professional licenses and training, literature, etc. for all DPW division employees per collective bargaining agreement.

**610-6020 - OPERATING SUPPLIES - \$1,000**

Provides basic office supplies, printer supplies and specialized drawing supplies.

**610-6050 – PROFESSIONAL DEVELOPMENT - \$500**

Advanced computer educational seminars to include DPW Director and Administrative Assistant. State sponsored DPW seminars and Driver Safety class for driver/laborer positions.

**610-6055 - PROFESSIONAL SERVICES - \$4,000**

Provides funds for special and expanded emergency engineering studies, property line disputes, Town Council projects, etc.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**610 - DPW ADMINISTRATION (Cont'd):**

**610-6065 – PURCHASED SERVICES - \$11,000**

Reflects costs to provide twelve (12) public works employees uniforms and protective clothing, per collective bargaining agreement, plus costs for limited rug cleaning, extermination and phased air duct cleaning to remove mold spores and allergens. Includes cost to provide cell phone to DPW foreman and CRCC foreman and periodic drug testing for DPW drivers as required by the State of RI.

---

**DPW Administration TOTAL REQUESTED BUDGET \$180,889**

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**620 - HIGHWAY & ROADS:**

**620-5010 - WAGES- \$441,842**

\*Wage rates and yearly totals shown at the levels based on the Teamster's Local 251 Collective Bargaining Agreement.

	Wage	Longevity Amount	Longevity Years	Medical Stipend	Total
Foreman	57,989	5,799	39		63,788
Foreman II	53,194	5,319	20		58,513
Driver/Laborers:					-
	48,582	4,858	32		53,440
	48,582	4,858	28		53,440
	48,582	4,858	23		53,440
	48,582	3,401	14		51,983
	48,582	4,858	20		53,440
	48,582	1,215	6		49,797
	402,675	35,167			437,842
Classification changes to cover for Foreman					4,000
Total					441,842

**620-5025 -OVERTIME - \$ 50,000**

The average overtime per employee each year is 153 hours. This budget more accurately reflects costs, as employees are shifted from the CRCC labor pool to work storms, providing faster and more complete service. Although this relates primarily to snow storms, it also covers hurricane/natural disaster response and weekend absenteeism at the CRCC. While this budgeted amount will not cover all costs related to a difficult winter season or numerous heavy storms, the "average" is budgeted as follows:

125.25 hours per year per man x \$24.19 avg wage x 1.5 (time and one-half) x 11 men (9 DPW, 2 CRCC) = \$49,991.70

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**620 - HIGHWAY & ROADS (cont'd):**

**620-6020 - OPERATING SUPPLIES - \$55,429**

Increases primarily due to rises in petroleum and shipping costs. Budgeted to provide diesel fuel, oil, gasoline, filters, tires and associated items:

744 gallons gas (62 gal/mth) @ \$3.50 per gal	\$ 2,604
8,000 gallons diesel @ \$3.50 per gal including fed taxes	28,000
385 gallons motor oil ( 7 - 55 gallon drums @ \$700/drum)	5,050
110 gallons anti-freeze @ \$12.00 each	1,375
7 cases chassis grease @ \$89.00/case	650
21 truck tires, tubes and repairs @ \$400/each average	8,650
4 loader, backhoe, or tractor tires@ \$1000/each average	4,150
Filters, grease guns, oxygen aceteleyne, miscellaneous	4,000
5 (55 gal ea) Oil drums/Urea	950
	\$ 55,429

**620-6040 - MAINTENANCE & REPAIRS - \$108,870**

This covers the projected costs for heavy equipment maintenance and repairs.

**620-6045 - MAINTENANCE SUPPLIES - \$120,000**

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per 2019-2020 bid.

Items	Quantity	Unit of Measure	Actual Nov-20	Projected Nov 21
Sand	2550	tons	\$24.35	\$25.08
Salt	725	tons	\$57.93	\$59.68
Gravel	450	tons	\$17.59	\$18.11
Loam	75	tons	\$22.30	\$22.96
Bituminous Mix (cold)	340	tons	\$139.43	\$143.61
Drain tile	3	units	\$2,060.00	\$2,121.80
Stone	175	tons	\$22.67	\$23.35
Street signs	40	each	\$75.00	\$77.25
20 Culvert pipes, 2 basins, 2 grates and cover				\$6,000.00
TOTAL				

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**620 - HIGHWAY & ROADS (cont'd):**

**620-6065 – PURCHASED SERVICES – TRAILS & FLEID MAINTENANCE - \$19,080**

**620-6075 - TOOLS & EQUIPMENT - \$5,000**

Provides funds for shovels, chain saws, rakes, gloves, safety cones, barricades, personal safety equipment, etc.

**620-6160 - ROAD SEALING - (CONTRACT OPTION) – \$313,858 ( WITH STRIPING AND CRACK SEALING) - \$355,016**

This account is comprised of three components and is designed to prepare and stone/seal nine miles of road per year, thereby completely sealing all non-original bituminous highways in a seven year schedule. CHARLESTOWN DOES THIS WORK AT APPROXIMATELY 70% THE COST/MILE THAT OTHER COMMUNITIES SPEND! Projected costs for 1 mile of patch and stone seal coat 24' wide (14,080 sq. yards). **THIS PROCEDURE REQUIRES THE FULL HIGHWAY DEPARTMENT STAFF, AND WILL ONLY BE USED AS TOWN EMPLOYEE AND EQUIPMENT RESOURCES ARE AVAILABLE. IN OTHER CASES, THE LOWEST RESPONSIBLE, CONTRACTUAL BIDDER WILL PROVIDE THIS SERVICE.**

2021-2022	Projected cost for nine miles of contracted sealing for 2021-2022 with Town hot patch per mile 14,080 sq yds @ \$2.45/sq yd + \$1,724 (patch)	\$34,500 \$1,724 \$36,224
	(miles of road)	X 9
2020-2021	Total cost for contracted sealing/ maintenance and restoration	\$326,016

Stone seal: \$326,016 / Pavement Marking: \$18,000 / Crack-sealing: \$10,000 = \$354,016 + 1,000 (swale maintenance) = \$355,016

NOTE: Eighteen linear-miles of Town road, including eight linear-miles of white sideline are typically applied annually as part of a regional road striping bid. Historically the annual cost for this work is \$18,000, which is included in the road sealing budget line. Hot rubberized asphalt crack sealing, which protects hot-mix asphalt pavement, is projected at an additional expenditure of \$10,000.

Drainage swale sediment and removal maintenance: \$1,000

**620-6170 – RENTALS AND CONTRACT SERVICE - \$6,180**

Provides funds for Town Road grading and materials at \$1,000 x 2 and contracted ledge blasting, concrete cutting etc.

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**620 - HIGHWAY & ROADS (cont'd):**

**620-6190 - STREET LIGHTING - \$7,500**

Provides for annual maintenance of Town-owned streetlights thru Prism.

---

**Highway & Roads TOTAL REQUESTED BUDGET - \$1,168,917**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.630.5010.000	EXPENDITURE	Building & Grounds Wages	\$114,102	\$122,470	\$127,906	\$127,906	\$68,109	\$129,509	\$129,509	\$129,509	\$129,509
01.630.5010.002	EXPENDITURE	Buildings & Grounds Longevity	\$6,505	\$6,948	\$7,417	\$7,417	\$3,708	\$7,191	\$7,191	\$7,191	\$7,191
01.630.5015.000	EXPENDITURE	Building & Grounds Seasonal Wages	\$5,626	\$11,198	\$14,464	\$14,464	\$10,296	\$16,500	\$16,500	\$16,500	\$16,500
01.630.5025.000	EXPENDITURE	Building & Grounds Overtime Wages	\$5,082	\$2,176	\$7,750	\$7,750	\$1,460	\$7,750	\$7,750	\$7,750	\$7,750
01.630.6040.000	EXPENDITURE	Maintenance & Repairs	\$36,870	\$39,703	\$27,350	\$27,350	\$19,350	\$28,200	\$28,200	\$35,000	\$35,000
01.630.6045.000	EXPENDITURE	Maintenance Supplies	\$10,894	\$13,879	\$15,000	\$15,000	\$4,605	\$15,450	\$15,450	\$15,450	\$15,450
01.630.6060.000	EXPENDITURE	DPW Tree Removal	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$30,000	\$30,000
01.630.6065.000	EXPENDITURE	Purchased Services	\$35,080	\$32,263	\$40,202	\$40,202	\$18,005	\$40,613	\$40,613	\$40,613	\$40,613
01.630.6165.000	EXPENDITURE	Repair & Maintenance -Facility	\$13,434	\$11,018	\$15,350	\$15,350	\$7,205	\$15,800	\$15,800	\$15,800	\$15,800
01.630.6195.000	EXPENDITURE	Utilities	\$79,282	\$75,300	\$85,000	\$85,000	\$30,350	\$90,000	\$90,000	\$90,000	\$90,000
			<b>\$306,874</b>	<b>\$314,956</b>	<b>\$340,439</b>	<b>\$340,439</b>	<b>\$163,088</b>	<b>\$401,013</b>	<b>\$401,013</b>	<b>\$387,813</b>	<b>\$387,813</b>
01.640.6001.000	EXPENDITURE	Monitoring Closed Landfill	\$7,650	\$7,915	\$12,000	\$12,000	\$3,958	\$12,000	\$12,000	\$10,000	\$10,000
01.660.5005.000	EXPENDITURE	WasteWater Salary	\$77,321	\$76,696	\$82,315	\$82,315	\$44,325	\$82,315	\$82,315	\$82,315	\$82,315
01.660.5005.002	EXPENDITURE	Longevity	\$4,253	\$4,097	\$5,350	\$5,350	\$2,882	\$5,762	\$5,762	\$5,762	\$5,762
01.660.5010.000	EXPENDITURE	WasteWater Wages	\$20,841	\$22,235	\$23,531	\$23,531	\$12,525	\$24,355	\$24,355	\$24,355	\$24,355
01.660.5010.002	EXPENDITURE	WasteWater Longevity	\$521	\$555	\$588	\$588	\$315	\$731	\$731	\$731	\$731
01.660.6015.000	EXPENDITURE	Dues & Subscriptions	\$1,188	\$1,188	\$1,248	\$1,248	\$595	\$1,248	\$1,248	\$1,248	\$1,248
01.660.6020.000	EXPENDITURE	Operating Supplies	\$1,801	\$2,325	\$4,050	\$4,050	\$605	\$4,050	\$4,050	\$2,500	\$2,500
01.660.6050.000	EXPENDITURE	Professional Development	\$0	\$2,820	\$4,500	\$4,500	\$790	\$4,500	\$4,500	\$3,400	\$3,400
01.660.6055.000	EXPENDITURE	Professional Services	\$1,458	\$650	\$14,400	\$14,400	\$75	\$14,500	\$14,500	\$7,500	\$7,500
01.660.6065.000	EXPENDITURE	Purchased Services	\$1,749	\$11	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$0	\$0
			<b>\$109,131</b>	<b>\$110,577</b>	<b>\$145,982</b>	<b>\$145,982</b>	<b>\$62,112</b>	<b>\$147,461</b>	<b>\$147,461</b>	<b>\$127,811</b>	<b>\$127,811</b>



**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**630 – BUILDINGS & GROUNDS:**

**630-5010 - WAGES - \$136,700**

\*Wage rates and yearly totals shown at the levels based on the anticipated Teamster's Local 251 Collective Bargaining Agreement  
 Provides a maintenance person for carpentry, painting, detailed cleaning, maintenance and improvements to Town Hall, Blue Shutters Kitchen/Bathhouse, Charlestown Beach Bathhouse, Office Shed, Ninigret Park Gatehouse, Summer Office, Tennis Bathroom, Ninigret Pond Bathroom, Two Storage Garages, and Two Roofed Picnic Shelters

	2021-2022			
	Wage	Longevity Amount	Longevity Years	Total
Landfill Foreman (50% B&G, 50% CRCC)	28,994	2,899	42	31,893
Landfill Laborer (20% B&G, 80% CRCC)	9,015		3	9,015
Laborer II	48,582	-	7	48,582
Custodian	42,918	4,292	32	47,210
	129,509	7,191		\$ 136,700

**630-5015 – PART TIME FACILITIES MAINTENANCE WAGES – (Shared with Parks and Recreation) – \$16,500**

This provides for seasonal workers for the summer season. Employment would be from June 1 through September 15, thirty two (32) hours per week at \$16.00/hour for two employees.

**630-5025 - OVERTIME - \$7,750**

Provides special or emergency janitorial services and vacation replacements at the contracted wage scale for the present custodian.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**630 – BUILDINGS & GROUNDS (cont'd):**

**630-6040 – MAINTENANCE & REPAIRS - \$35,000**

Covers costs to purchase and repair cleaning equipment, licensed, professional plumbers, licensed electricians, professional repair of overhead doors (10), HVAC repairs and municipal building maintenance. Proposed funding reflects increase to clean HVAC ductwork at Town Hall (4 zones) in alternating years (\$2,000). Also includes \$500 to pay for mowing and maintenance of historical cemeteries. If reduced, line item over expenditure may be expected. This also includes \$1,000 for miscellaneous services at Ninigret Park.

**630-6045 - MAINTENANCE SUPPLIES - \$15,450**

Provides restroom supplies, towels, light bulbs, cleaning and disinfectant supplies for Town Hall, New work space, and DPW.

**630-6060 – DPW TREE REMOVAL - \$30,000**

Provides DPW necessary funds to remove diseased and dying trees on municipal property or road right of ways..

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**630 – BUILDINGS & GROUNDS (cont'd):**

**630-6065 - PURCHASED SERVICES - \$40,613**

Provides funds to cover costs for extermination, water tests, dumpsters, etc.

Inspect/Pump Septic Tanks (14 @ 250.00 each)	\$4,685
Professional carpet cleaning	\$1,500
Professional extermination service contract	\$600
Fire extinguisher service	\$820
Security protection, alarm system monitoring and inspection	\$1,600
Fuel tank and piping tightness tests	\$1,000
Radon testing - State mandated	\$800
State mandated drinking water tests & water system contract	\$9,800
RI Water Licenses	\$1,800
Landscaping details (trees and shrubs)	\$2,800
Restroom and trash pick up for Ninigret and beaches	\$9,000
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	\$300
Inspection of Fire suppression system at the DPW fueling depot	\$250
Burner Cleaning for Town Hall, Senior Center and Gate House	\$1,250
AED Service at Town Hall – annual contract	\$600
MS 4 Stormwater Engineering Services	\$3,400
Automatic Door Systems Annual Service for Town Hall and Senior Center	<u>\$408</u>
	\$40,613

**630-6165 - REPAIRS & MAINTENANCE - FACILITIES - \$15,800**

Costs anticipated for repairs associated with all continuing Park & Recreation maintenance responsibilities, as well as the opening of all facilities for seasonal use. Recommend increased funding to cover additional Grounds Maintenance Equipment, and Equipment Repair, as Town properties, which require maintenance, multiply and expectation for regular maintenance increases accordingly.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**630 – BUILDINGS & GROUNDS (cont'd):**

**630-6195 - UTILITIES - \$90,000**

Covers costs of gas, electricity and heat for all municipal buildings, parks, beaches, CRCC and dog pound.

No. 2 fuel - 12,552 gallons @ 3.50/ gallon	\$43,827
Propane gas - 1,370 gallons @ 3.20/ gallon	\$4,384
Narragansett Electric (expected cost reduction)	<u>\$55,408</u>
	\$103,619

---

**Buildings and Grounds TOTAL REQUESTED BUDGET - \$387,813**

**SUPPLEMENTAL INFORMATION**  
**FY2021-2022**

**640 – CRCC MANDATED MONITORING:**

**640-6001 – CRCC MANDATED MONITORING FOR 30 YEARS (FUNDED BY GENERAL FUND) \$10,000**

Mandated CRCC monitoring required by the State after landfill closing in 2000.

---

**CRCC Mandated Monitoring TOTAL REQUESTED BUDGET \$10,000**

**SUPPLEMENT INFORMATION**  
**FY 2021-2022**

**660 DPW WASTEWATER MANAGEMENT:**

**660-5005 – SALARY - \$88,077**

Salary-	\$ 82,315	CPMA Grade D
Longevity -	<u>\$ 5,762</u>	14 years employment – 7%
Total	\$88,077	

**660-5010 – WAGES – \$25,086**

Salary -	\$ 24,355
Longevity -	<u>\$ 731</u>
Total	\$25,086

Shared secretarial staff position with Parks and Recreation funded in accordance with Teamsters Local Union No.251 Collective Bargaining Agreement.

**660-6015 – DUES & SUBSCRIPTONS - \$1,248**

Carmody RIWIS Users Agreement \$99/month (\$1,188)

National On-site Wastewater Recycling Association Membership (Regulator Membership) \$60

**660-6020 – OPERATING SUPPLIES - \$2,500**

Basic office supplies including labels, highlighters, misc. consumables such as binders, mailing tape, paper, pens, pencils, cartridges and other miscellaneous supplies unique to operation of the department and associated printing costs. Expenses attributed to outreach as OWTS notifications are sent.

Printer/Toner	\$ 400
General Administrative Office supplies	\$ 450
Required Forms and Public Outreach Materials	\$ 400
Letterhead and cardstock	\$ 200

Wastewater/Stormwater Field Sampling

Equipment, reference materials, and reagents,

tools, gloves and personal protective equipment \$ 1,050

Total \$ 2,500

**SUPPLEMENT INFORMATION**  
**FY 2021-2022**

**660 DPW WASTEWATER MANAGEMENT (cont'd):**

**660-6050 PROFESSIONAL DEVELOPMENT - \$3,400**

Seminars for WW Manager (required for licensing continuing ed) and/or	
Wastewater Management Commissioners at the New England On-Site	
Wastewater Training Facility at URI	\$ 200
URI Course Natural Resource Science	\$ 2,000
Continuing Education Courses / Seminars	\$ 1,200
<b>Total</b>	<b>\$ 3,400</b>

**660-6055 PROFESSIONAL SERVICES - \$7,500**

Provides funds for special and engineering technical assistance and data collection in regard to septic and water associated public health related issues:

Analysis of potable groundwater quality relating to bacteria and nutrients and OWTS in densely developed areas. Nutrient concentrations in our watersheds are of considerable concern and the flux of nutrients from the groundwater system is a critical component in understanding and managing those inputs. Increased development, along with conversion of seasonal homes to permanent residences, is increasing the withdrawal of ground water in many areas, thereby increasing the potential for drinking water contamination from OWTS and saltwater intrusion. Obtain access for the sampling of 30 private wells and conduct laboratory analysis of major cations and anions and bacteria. (\$230/sample) \$6,900

Stormwater Sampling: Required sampling under State MS4 Permit for nutrients and bacteria in surface water flows into the Allen's Cove of Green Hill Pond includes sampling analysis of nitrate, ammonium, phosphorus, fecal coliform, e coli, and field sampling for temperature, specific conductivity, pH, resistivity. Sampling May through October \$600. Budget for July through October 2021 and May and June 2022 \$ 600

**660-6065 PURCHASE SERVICES - \$0**

Contractual with University of Rhode Island for OWTS Assessment Projects

**DPW Wastewater Mgt. TOTAL REQUESTED BUDGET \$127,811**



**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.720.7205.000	EXPENDITURE	South County Home Health	\$2,000	\$2,000	\$2,000	\$2,000	\$500	\$2,000	\$2,000	\$2,000	\$2,000
01.720.7210.000	EXPENDITURE	Gateway Healthcare, Inc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.720.7215.000	EXPENDITURE	Wood River Health	\$5,000	\$5,000	\$5,000	\$5,000	\$1,250	\$10,000	\$10,000	\$5,000	\$5,000
01.720.7245.000	EXPENDITURE	Thundermist Hlth Ctr So County	\$3,500	\$3,500	\$3,500	\$3,500	\$875	\$3,500	\$3,500	\$3,500	\$3,500
01.720.7250.000	EXPENDITURE	The Samaritans	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
01.720.7260.000	EXPENDITURE	WARM Shelter	\$1,000	\$1,000	\$1,000	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$1,000
01.720.7270.000	EXPENDITURE	Southern RI Volunteers	\$1,500	\$1,500	\$1,500	\$1,500	\$375	\$4,500	\$4,500	\$1,500	\$1,500
01.720.7300.000	EXPENDITURE	RI CAN	\$4,500	\$4,500	\$4,500	\$4,500	\$1,125	\$4,500	\$4,500	\$4,500	\$4,500
01.720.7322.000	EXPENDITURE	WA County Coalition Children	\$1,000	\$1,000	\$1,000	\$1,000	\$250	\$1,000	\$1,000	\$1,000	\$1,000
01.720.7332.000	EXPENDITURE	Neighbors helping Neighbors	\$2,000	\$2,000	\$2,000	\$2,000	\$500	\$2,000	\$2,000	\$2,000	\$2,000
01.720.7341.000	EXPENDITURE	Community 2000 Education Foundation	\$1,900	\$1,900	\$2,000	\$2,000	\$500	\$2,000	\$2,000	\$2,000	\$2,000
01.720.7342.000	EXPENDITURE	Wildlife Rehabilitators of Rhode Island	\$0	\$1,500	\$1,500	\$1,500	\$375	\$2,900	\$2,900	\$1,500	\$1,500
			<b>\$22,900</b>	<b>\$24,400</b>	<b>\$24,500</b>	<b>\$24,500</b>	<b>\$6,750</b>	<b>\$33,900</b>	<b>\$33,900</b>	<b>\$24,500</b>	<b>\$24,500</b>
01.730.7306.000	EXPENDITURE	Charlho Little League	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.730.7309.000	EXPENDITURE	Memorial Day Parade	\$500	\$0	\$600	\$600	\$0	\$500	\$500	\$500	\$500
01.730.7310.000	EXPENDITURE	Charlestown Ambulance	\$166,800	\$189,000	\$268,000	\$268,000	\$134,000	\$350,000	\$350,000	\$324,800	\$324,800
01.730.7311.000	EXPENDITURE	Charlestown Memorial Parade	\$5,000	\$2,000	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
01.730.7320.000	EXPENDITURE	Chamber Of Commerce	\$3,000	\$11,000	\$13,500	\$13,500	\$13,500	\$15,500	\$15,500	\$15,500	\$15,500
01.730.7330.000	EXPENDITURE	Cross Mills Library	\$238,526	\$245,681	\$253,051	\$253,051	\$126,525	\$260,643	\$260,643	\$260,643	\$260,643
01.730.7331.000	EXPENDITURE	Charlestown Historical Society	\$5,000	\$5,000	\$5,000	\$5,000	\$1,250	\$5,000	\$5,000	\$5,000	\$5,000
01.730.7336.000	EXPENDITURE	Naval Airfield Memorial	\$1,000	\$1,000	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
01.730.7338.000	EXPENDITURE	Dunn's Corner Fire District	\$0	\$0	\$2,500	\$2,500	\$2,500	\$0	\$0	\$0	\$0
01.730.7339.000	EXPENDITURE	Charlestown Land Trust	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$419,826</b>	<b>\$454,681</b>	<b>\$553,901</b>	<b>\$553,901</b>	<b>\$279,025</b>	<b>\$642,893</b>	<b>\$642,893</b>	<b>\$617,693</b>	<b>\$617,693</b>
01.740.5020.000	EXPENDITURE	Conservation Commission	\$3,025	\$272	\$4,600	\$4,600	\$179	\$4,600	\$4,600	\$4,600	\$4,600
01.740.5040.000	EXPENDITURE	Senior Citizens Commission	\$100	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.740.5050.000	EXPENDITURE	Planning Commission	\$7,525	\$5,287	\$6,500	\$6,500	\$5,870	\$8,200	\$8,200	\$8,200	\$8,200
01.740.5060.000	EXPENDITURE	Zoning Board	\$7,970	\$10,146	\$8,200	\$8,200	\$4,075	\$8,200	\$8,200	\$8,200	\$8,200
01.740.5065.000	EXPENDITURE	Affordable Housing Comm	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
01.740.5075.000	EXPENDITURE	Economic Improvement Comm	\$2,426	\$2,495	\$2,500	\$2,500	\$235	\$2,500	\$2,500	\$2,500	\$2,500
01.740.5076.000	EXPENDITURE	Charter Review Commission	\$409	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.740.5085.000	EXPENDITURE	Mosquito Abatement Council	\$6,579	\$6,836	\$7,500	\$7,500	\$2,500	\$7,500	\$7,500	\$7,500	\$7,500
			<b>\$28,034</b>	<b>\$25,035</b>	<b>\$29,500</b>	<b>\$29,500</b>	<b>\$12,859</b>	<b>\$31,200</b>	<b>\$31,200</b>	<b>\$31,200</b>	<b>\$31,200</b>
01.780.7880.000	EXPENDITURE	Charlho Regional School District	<b>\$14,216,622</b>	<b>\$13,329,321</b>	<b>\$13,321,706</b>	<b>\$13,321,706</b>	<b>\$7,325,939</b>	<b>\$13,683,818</b>	<b>\$13,683,818</b>	<b>\$13,509,358</b>	<b>\$13,509,358</b>

<b>Line Item #</b>	<b>Agency Name</b>	<b>20/21 Request</b>	<b>20/21 FUNDED</b>	<b>21/22 Request</b>	<b>21/22 FUNDED</b>
	<b>#720 OUTSIDE AGENCIES</b>				
7205	South County Home Health <i>(formerly VNS Home Health Services)</i>	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
7210	Gateway Healthcare	\$ -	\$ -	\$ -	\$ -
7215	Wood River Health Services	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000
7245	Thundermist Health Center (admin. office)	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
7250	The Samaritans	\$ 500	\$ 500	\$ 500	\$ 500
7260	W.A.R.M.	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
7270	Southern RI Volunteers <i>(formerly Seniors Helping Others)</i>	\$ 1,500	\$ 1,500	\$ 4,500	\$ 1,500
7300	R.I. CAN <i>(formerly St. Mary's/St. James Community Food Pantry)</i>	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
7322	Washington County Coalition for Children	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
7332	Neighbors Helping Neighbors RI (NHNRI)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
7341	Community 2000 Education Foundation	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
7342	Wildlife Rehabilitators of Rhode Island	\$ 2,525	\$ 1,500	\$ 2,900	\$ 1,500
	<b>OUTSIDE AGENCIES TOTAL</b>	<b>\$ 25,525</b>	<b>\$ 24,500</b>	<b>\$ 33,900</b>	<b>\$ 24,500</b>

<b>Line Item #</b>	<b>Agency Name</b>	<b>20/21 Request</b>	<b>20/21 FUNDED</b>	<b>21/22 Request</b>	<b>21/22 FUNDED</b>
	<b>#730 LOCAL AGENCIES</b>				
7306	Charlho Little League	\$ -	\$ -	\$ -	\$ -
7309	Memorial Day Parade (Carolina - American Legion)	\$ 800	\$ 600	\$ 500	\$ 500
7310	Charlestown Ambulance Rescue Service, Inc.	\$ 300,000	\$ 268,000	\$ 350,000	\$ 324,800
7311	Charlestown Memorial Day Parade Committee (Chamber of Commerce)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
7320	Charlestown Chamber of Commerce	\$ 13,500	\$ 13,500	\$ 15,500	\$ 15,500
7330	Cross Mills Public Library	\$ 253,051	\$ 253,051	\$ 260,643	\$ 260,643
7331	Charlestown Historical Society	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
7336	Ninigret Naval Air Memorial	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
7338	Dunn's Corners Fire District (Quonnie Grange)	\$ 5,000	\$ 2,500	\$ -	\$ -
7339	Charlestown Land Trust	\$ 100,000	\$ -	\$ -	\$ -
	<b>LOCAL AGENCIES TOTAL</b>	<b>\$ 688,601</b>	<b>\$ 553,901</b>	<b>\$ 642,893</b>	<b>\$ 617,693</b>

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**740 – BOARDS & COMMISSIONS:**

**740-5020 – CONSERVATION COMMISSION \$4,600**

Brush Cutting of Trails	2,000
Sprague Preserve – second entrance for equipment	1,100
South Farm barn security	500
Equipment, repairs, and supplies	500
Printing of maps & brochures	300
Arbor Day Commemoration	200
	<u>\$4,600</u>

**740-5040 – SENIOR CITIZENS COMMISSION \$100**

**740-5050 – PLANNING COMMISSION \$8,200**

Stationary, Postage & Toner	\$ 700
Professional Development	1,000
Advertisements (12 Adv. @ \$200)	2,800
Planning Commission's journal	100
Stenography 12 Meetings @ \$300	3,600
	<u>\$ 8,200</u>

Budget covers stationary, record storage, meeting tapes, postage, mandatory legal advertising, Planning Commission's Journal subscription, technical or professional consulting services to Commission and travel reimbursement.

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**740 – BOARDS & COMMISSIONS (cont'd):**

**740-5060 – ZONING BOARD - \$8,200**

Advertising	\$ 2,800	Based on 14 meetings per year at \$200 per meeting
Office supplies	200	General operating supplies. Recording tapes, paper, file folders, etc.
Stenography	4,200	Based on 14 meetings per year @ \$300 per meeting
Transcript costs	1,000	Cost of transcripts from public hearing meetings.
	<u>\$ 8,200</u>	

**740-5065 – AFFORDABLE HOUSING COMMISSION \$100**

Printing of brochures and pamphlets for education purposes	\$100
--	-------

**740-5075 - ECONOMIC IMPROVEMENT COMMISSION \$2,500**

Business Forum Initiatives	\$ 500
Business Forum/Survey	\$ 500
Support Town Activities	\$1,500

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**740 – BOARDS & COMMISSIONS (cont'd):**

**740-5085 – MOSQUITO ABATEMENT COUNCIL \$7,500**

Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	\$ 6,500
Purchase of larvacide pesticide materials	1,000
	<hr/> \$ 7,500

---

**Boards & Commissions TOTAL REQUESTED BUDGET - \$31,200**

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):**

**780-7880 – CRSD OPERATING BUDGET- \$13,509,358**

Funds the contractual obligation for Charlestown students attending the regional school district. This amount is based on the number of students in the CRSD from Charlestown.

---

**CHARIHO Regional School District TOTAL REQUESTED BUDGET - \$13,509,358**



**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.800.5005.000	EXPENDITURE	Senior Center Coordinator's Salary	\$37,700	\$38,831	\$40,190	\$40,190	\$21,640	\$40,190	\$40,190	\$40,190	\$40,190
01.800.5010.000	EXPENDITURE	Senior Center Wages	\$31,699	\$29,649	\$36,000	\$36,000	\$14,609	\$36,000	\$36,000	\$36,000	\$36,000
01.800.6015.000	EXPENDITURE	Dues & Subscriptions	\$30	\$30	\$30	\$30	\$0	\$35	\$35	\$35	\$35
01.800.6020.000	EXPENDITURE	Operating Supplies	\$441	\$398	\$650	\$650	\$385	\$650	\$650	\$650	\$650
01.800.6040.000	EXPENDITURE	Maintenance & Repairs	\$858	\$613	\$2,000	\$2,000	\$730	\$2,000	\$2,000	\$2,000	\$2,000
01.800.6045.000	EXPENDITURE	Maintenance Supplies	\$1,444	\$1,402	\$1,500	\$1,500	\$360	\$1,500	\$1,500	\$1,500	\$1,500
01.800.6050.000	EXPENDITURE	Professional Development	\$159	\$99	\$400	\$400	\$0	\$400	\$400	\$400	\$400
01.800.6065.000	EXPENDITURE	Purchased Service	\$9,230	\$7,552	\$10,705	\$10,705	\$2,407	\$11,400	\$11,400	\$10,700	\$10,700
01.800.6070.000	EXPENDITURE	Travel Expense	\$306	\$151	\$375	\$375	\$310	\$375	\$375	\$375	\$375
01.800.6075.000	EXPENDITURE	Tools/Equipment	\$270	\$264	\$500	\$500	\$115	\$500	\$500	\$500	\$500
01.800.6195.000	EXPENDITURE	Utilities	\$11,712	\$9,744	\$12,000	\$12,000	\$4,845	\$12,000	\$12,000	\$12,000	\$12,000
01.800.8035.000	EXPENDITURE	Senior/Community Center Programs	\$28,525	\$29,440	\$31,100	\$31,100	\$8,920	\$28,390	\$28,390	\$28,390	\$28,390
			<b>\$122,375</b>	<b>\$118,172</b>	<b>\$135,450</b>	<b>\$135,450</b>	<b>\$54,321</b>	<b>\$133,440</b>	<b>\$133,440</b>	<b>\$132,740</b>	<b>\$132,740</b>
01.810.5005.000	EXPENDITURE	Recreation Director Salary	\$78,056	\$80,701	\$82,315	\$82,315	\$43,326	\$82,315	\$82,315	\$82,315	\$82,315
01.810.5005.002	EXPENDITURE	Recreation Director Longevity	\$1,951	\$2,018	\$4,116	\$4,116	\$2,216	\$4,527	\$4,527	\$4,527	\$4,527
01.810.5010.000	EXPENDITURE	Recreation Assistant Director Wages	\$50,791	\$52,562	\$54,489	\$54,489	\$29,126	\$54,489	\$54,489	\$54,489	\$54,489
01.810.5010.001	EXPENDITURE	Recreation Assistant Director Longevity	\$0	\$0	\$1,362	\$1,362	\$734	\$1,635	\$1,635	\$1,635	\$1,635
01.810.5015.000	EXPENDITURE	Recreation Secretary Wages	\$20,841	\$22,081	\$23,531	\$23,531	\$11,743	\$24,355	\$24,355	\$24,355	\$24,355
01.810.5015.002	EXPENDITURE	Recreation Secretary Longevity	\$521	\$555	\$588	\$588	\$315	\$731	\$731	\$731	\$731
01.810.5020.000	EXPENDITURE	Recreation Wages	\$15,830	\$14,019	\$19,440	\$19,440	\$12,606	\$23,940	\$23,940	\$23,940	\$23,940
01.810.5025.000	EXPENDITURE	Recreation O T Wages	\$913	\$1,201	\$1,500	\$1,500	\$677	\$4,000	\$4,000	\$1,500	\$1,500
01.810.6015.000	EXPENDITURE	Dues & Subscriptions	\$0	\$278	\$450	\$450	\$553	\$550	\$550	\$550	\$550
01.810.6020.000	EXPENDITURE	Operating Supplies	\$3,010	\$3,689	\$4,500	\$4,500	\$6	\$5,000	\$5,000	\$4,000	\$4,000
01.810.6040.000	EXPENDITURE	Maintenance & Repair	\$78	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.810.6050.000	EXPENDITURE	Professional Development	\$2,226	\$6,019	\$4,456	\$4,456	\$605	\$4,456	\$4,456	\$4,456	\$4,456
01.810.6065.000	EXPENDITURE	Purchased Services	\$1,188	\$1,151	\$1,188	\$1,188	\$764	\$1,188	\$1,188	\$1,188	\$1,188
01.810.6070.000	EXPENDITURE	Travel Expense	\$437	\$0	\$400	\$400	\$0	\$400	\$400	\$100	\$100
01.810.6075.000	EXPENDITURE	Tools/Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$175,842</b>	<b>\$184,273</b>	<b>\$198,335</b>	<b>\$198,335</b>	<b>\$102,671</b>	<b>\$207,586</b>	<b>\$207,586</b>	<b>\$203,786</b>	<b>\$203,786</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021 - 2022**

**800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:**

**800-5005 – COORDINATOR'S SALARY \$40,190**

**Coordinator**—Funds requested for the Part Time Director Position at 29 hours per week. Director is responsible for the day to day administration of the Community/Senior Center..

**800-5010 - WAGES: Part-Time (2 persons) \$36,000**

**Kitchen Manager: \$18,000**

Manage kitchen to include handling delivery of meals from caterer and distribution of meals for in-house dining and meals-on wheels clients, supervise kitchen and dining room volunteers, and insure cleanliness and proper operation of kitchen.

**Administrative Assist/Program Director: \$18,000**

Clerical assistant for Director and Center, plan, develop, and implement programs and activities for the community as well as for seniors. Develop and implement an intensive PR marketing and advertising plan. This person assists the Kitchen Manager with coordination of volunteers, serving from time to time and with clean up of programs materials, tables etc.

**Custodian:**

\*Custodial services handled by contract under purchased services.

**800-5020- AFTER HOURS RENTAL \$0**

Costs are off-set by rental fee.

**800-6015 – DUES & SUBSCRIPTIONS \$35**

State Senior Directors Association (annual dues)

**800-6020 - OPERATING SUPPLIES \$650**

Office Supplies

**800-6040 - MAINTENANCE & REPAIRS \$2,000**

Building Maintenance

\$1,000

Equipment Maintenance

\$1,000

**SUPPLEMENTAL INFORMATION**  
**FY 2021 - 2022**

**CHARLESTOWN SENIOR/COMMUNITY CENTER (cont'd):**

**800-6045 – MAINTENANCE SUPPLIES \$1,500**

Kitchen Supplies	\$750
Janitorial Supplies	\$750

**800-6050 – PROFESSIONAL DEVELOPMENT \$400**

**800-6065 – PURCHASED SERVICES \$10,700**

Pest Control	\$480 (\$120 quarterly)
Bldg Security	\$250 (annually)
Fire Extinguisher and Ansil System Inspections	\$1,100 (yearly contract)
AED Life Support Systems	\$350
Custodial Services	\$7,620
Generator Maintenance	\$900

**800-6070 - TRAVEL REIMBURSEMENT \$375**

In-state mileage reimbursement to attend meetings and conduct work-related tasks.

**\*800-6075 -TOOLS AND EQUIPMENT \$500**

Misc. tools/equipment (as necessary)

**800-6195 – UTILITIES \$12,000**

Cox Communications (\$200/mo. Phone, internet, cable)	\$2,400
National Grid	\$2,800
Propane Gas	\$2,500
Oil	\$4,300

**SUPPLEMENTAL INFORMATION**  
**FY 2021 - 2022**

**CHARLESTOWN SENIOR/COMMUNITY CENTER (cont'd):**

**800-8035 – SENIOR/COMMUNITY PROGRAMS \$28,390**

Yoga 4x/week	\$ 11,800
Tai Chi 2x/week	\$ 4,600
Zumba 3x/week	\$ 6,240
New Programs	\$ 2,500
Arts	\$ 2,750
Supplies	\$ 500

Revenues generated will be placed in general fund.

---

<b>Charlestown Senior/Community Center TOTAL REQUESTED BUDGET</b>	<b>\$132,740</b>
---	------------------

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**810 – RECREATION ADMINISTRATION:**

**810-5005 – Director Salary- \$86,842**

Salary \$82,315

Longevity \$4,527

**810-5010 – Assistant Director Salary - \$56,124**

Salary \$54,489

Longevity \$1,635

**810-5015 SECRETARY – Half-Time Parks and Recreation - \$25,086**

Salary \$24,355

Longevity \$ 731

**810-5020 – SUMMER ASSISTANT - \$23,940**

Summer Assistant serves the Director of Parks and Recreation principally at the three beach operations providing daily oversight of staff administration, financial security and accountability, scheduling and response to emergency. Additionally, the Summer Assistant represents the Parks and Recreation Department when the Parks and Recreation Director is not available at special events at the park, oversees events, secures facilities during events. This line item covers two people, one at 40 hours per week and one at 20 hours per week.

14 weeks x 20 hr./week x \$21/hr = \$8,820 Summer Assistant Part –Time seasonal works Monday, Tuesday, half day Wednesday as operations manager and remains accountable for daily receipts at both surf beach operations.

18 weeks x 40hr. /week. x \$21. hr. = \$15,120 Summer Assistant Full-Time Seasonal, in charge of entire operation, oversees his assistant, scheduling, management of staff, safety management, financial security and oversight. Reports to Director daily and works in conjunction with the Director.

**810-5025 RECREATION OVERTIME WAGES - \$1,500 – Please note this is for Secretary over time. \***

**810-6015 - DUES & SUBSCRIPTIONS - \$550**

This line includes dues to Rhode Island Parks and Recreation Association for Director and Assistant Director. It also includes two memberships to the National Recreation and Parks Association.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**810 – RECREATION ADMINISTRATION (cont'd):**

**810-6020 - OPERATING SUPPLIES - \$4,000**

Department supplies needed throughout the year other than central supply items. Supplies used include colored paper for seasonal flyers for outreach to schools and local businesses, computer paper, printer cartridges, as well as other various department items needed for operations. Miscellaneous items related to Town Hall events, promotion etc. Please note tools, equipment and maintenance supplies are not included in this line.

Newsletters— Twice a year. This newsletter will be distributed through the schools and local businesses for all special events and programs. This year a better much quality newsletter was produced. Sponsors are being sought for ads in the newsletter.

**810-6050 – PROFESSIONAL DEVELOPMENT - \$4,456**

Connecticut Parks and Recreation Conference Total: \$570

Northern New England Conference Total: \$776

National Parks and Recreation Total: \$3,110

**810-6065 - PURCHASED SERVICES - \$1,188**

Columbia Heights – portable toilets

Wicklund Field – portable toilets

Computer Training (training for assistant and or secretary), computer service, printer service. Continue with training for this fiscal year.

**810-6070 – TRAVEL EXPENSE - \$100**

---

**Parks and Recreation Administration TOTAL REQUESTED BUDGET - \$203,786**



**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.815.4985.000	EXPENDITURE	Bank Charges	\$383	-\$2,739	\$250	\$250	-\$1,065	\$0	\$0	\$0	\$0
01.815.5015.000	EXPENDITURE	Seasonal Playground Wages	\$52,292	\$51,626	\$54,000	\$54,000	\$25,107	\$54,000	\$54,000	\$54,000	\$54,000
01.815.5025.000	EXPENDITURE	Recreation OT	\$2,970	\$1,559	\$3,000	\$3,000	\$1,880	\$3,000	\$3,000	\$3,000	\$3,000
01.815.5030.000	EXPENDITURE	Recreation Swimming Lesson Wages	\$940	\$1,070	\$1,300	\$1,300	\$628	\$1,300	\$1,300	\$1,300	\$1,300
01.815.8005.000	EXPENDITURE	Camp Ninigret	\$19,335	\$15,242	\$16,000	\$16,000	\$4,297	\$16,000	\$16,000	\$16,000	\$16,000
01.815.8020.000	EXPENDITURE	Basketball Program	\$12,917	\$15,443	\$16,235	\$16,235	\$0	\$16,235	\$16,235	\$16,235	\$16,235
01.815.8025.000	EXPENDITURE	Winter Programs	\$14,959	\$13,562	\$16,570	\$16,570	\$7,030	\$16,570	\$16,570	\$16,570	\$16,570
01.815.8030.000	EXPENDITURE	Spring/Summer Programs	\$6,063	\$1,693	\$9,150	\$9,150	\$506	\$9,150	\$9,150	\$9,150	\$9,150
01.815.8035.000	EXPENDITURE	New & Continuing Programs	\$15,176	\$9,406	\$12,900	\$12,900	\$1,540	\$12,900	\$12,900	\$12,900	\$12,900
01.815.8040.000	EXPENDITURE	Tennis Program	\$11,755	\$8,974	\$11,754	\$11,754	\$8,540	\$11,754	\$11,754	\$11,754	\$11,754
01.815.8045.000	EXPENDITURE	Swim Lessons - Equipment	\$0	\$0	\$200	\$200	\$0	\$200	\$200	\$200	\$200
01.815.8050.000	EXPENDITURE	Summer Concert	\$7,255	\$9,064	\$8,900	\$8,900	\$7,490	\$8,900	\$8,900	\$8,900	\$8,900
			<b>\$144,045</b>	<b>\$124,901</b>	<b>\$150,259</b>	<b>\$150,259</b>	<b>\$55,953</b>	<b>\$150,009</b>	<b>\$150,009</b>	<b>\$150,009</b>	<b>\$150,009</b>
01.820.5015.000	EXPENDITURE	Town Beach Wages	\$91,751	\$108,197	\$92,642	\$92,642	\$104,530	\$125,430	\$125,430	\$125,430	\$125,430
01.820.5025.000	EXPENDITURE	Town Beach O T Wages	\$1,158	\$3,198	\$2,000	\$2,000	\$8,074	\$5,000	\$5,000	\$5,000	\$5,000
01.820.6020.000	EXPENDITURE	Town Beach Operating Supplies	\$1,059	\$1,797	\$2,000	\$2,000	\$580	\$2,000	\$2,000	\$2,000	\$2,000
01.820.6035.000	EXPENDITURE	Uniforms & Training	\$838	\$2,500	\$2,000	\$2,000	\$1,282	\$4,600	\$4,600	\$3,650	\$3,650
01.820.6040.000	EXPENDITURE	Maintenance & Repairs	\$1,109	\$48	\$1,500	\$1,500	\$90	\$1,500	\$1,500	\$1,500	\$1,500
01.820.6045.000	EXPENDITURE	Maintenance Supplies	\$349	\$174	\$500	\$500	\$77	\$500	\$500	\$500	\$500
01.820.6060.000	EXPENDITURE	Printing & Binding	\$1,063	\$1,136	\$1,138	\$1,138	\$0	\$575	\$575	\$575	\$575
01.820.6065.000	EXPENDITURE	Purchased Services	\$5,067	\$7,233	\$8,300	\$8,300	\$6,874	\$9,585	\$9,585	\$9,585	\$9,585
01.820.6075.000	EXPENDITURE	Tools/Equipment	\$881	\$2,408	\$2,000	\$2,000	\$661	\$2,000	\$2,000	\$2,000	\$2,000
01.820.6095.000	EXPENDITURE	Beach Cleaning	\$5,500	\$11,483	\$6,500	\$6,500	\$5,500	\$8,500	\$8,500	\$8,500	\$8,500
01.820.6095.001	EXPENDITURE	Purchased Services Covid Cleaning	\$0	\$5,233	\$0	\$15,332	\$11,360	\$11,360	\$11,360	\$11,360	\$11,360
01.820.6100.000	EXPENDITURE	Property Taxes	\$3,861	\$3,775	\$4,000	\$4,000	\$3,774	\$3,800	\$4,000	\$4,000	\$4,000
			<b>\$112,636</b>	<b>\$147,183</b>	<b>\$122,580</b>	<b>\$137,912</b>	<b>\$142,802</b>	<b>\$174,850</b>	<b>\$175,050</b>	<b>\$174,100</b>	<b>\$174,100</b>
01.830.5015.000	EXPENDITURE	Ninigret Park Wages	\$11,745	\$12,179	\$21,930	\$21,930	\$17,043	\$21,930	\$21,930	\$21,930	\$21,930
01.830.5025.000	EXPENDITURE	Ninigret Park OT Wages	\$177	\$12	\$1,000	\$1,000	\$248	\$1,000	\$1,000	\$300	\$300
01.830.6020.000	EXPENDITURE	Operating Supplies	\$1,267	\$1,138	\$1,700	\$1,700	\$400	\$1,700	\$1,700	\$1,700	\$1,700
01.830.6040.000	EXPENDITURE	Maintenance & Repairs	\$2,359	\$1,115	\$3,820	\$3,820	\$854	\$3,820	\$3,820	\$2,400	\$2,400
01.830.6065.000	EXPENDITURE	Purchased Services	\$18,587	\$15,741	\$15,332	\$15,332	\$8,075	\$15,332	\$15,332	\$15,332	\$15,332
01.830.6065.001	EXPENDITURE	Purchased Services Covid Cleaning	\$0	\$2,021	\$0	\$0	\$4,386	\$5,000	\$5,000	\$5,000	\$5,000
01.830.6075.000	EXPENDITURE	Tools/Equipment	\$227	\$1,630	\$3,266	\$3,266	\$595	\$3,266	\$3,266	\$1,700	\$1,700
			<b>\$34,361</b>	<b>\$33,835</b>	<b>\$47,048</b>	<b>\$47,048</b>	<b>\$31,601</b>	<b>\$52,048</b>	<b>\$52,048</b>	<b>\$48,362</b>	<b>\$48,362</b>



**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**815 – RECREATION PROGRAMS:**

**815-5015 - SEASONAL WAGES/CAMP NINIGRET – \$54,000**

This line item includes seasonal wages to pay staff for the Camp Ninigret program. Also, a **Counselor in Training/Leadership Camp** will continue to be offered for those 13 and over. Camp Ninigret is open to children ages 5 to 12 and runs from 9:00 AM to 4:00 PM. Those who successfully completed the previous year's Leadership Program will be allowed to volunteer within the camp. The base program includes five (5) weeks with an optional two extended weeks for families. Extended hours provide opportunities for working families to benefit from an early start to the program, 8:00 AM to 9:00 AM and 4:00 PM to 5:00 PM. There is an expectation of an increase in revenue, due to increases in numbers of campers enrolled in the CIT Camp/Program and raising the non-resident fee to \$400. Wages vary from year to year due to increase in camper registrations and staff pay rates adjusted for longevity.

**815-5025 - RECREATION SUMMER BEACH ASSISTANT OT - \$3,000**

**815-5030- SWIMMING LESSONS WAGES - \$1,300**

This line pays for swimming lessons instructors. The swimming lessons take place at Little Nini pond and run from the beginning of July to middle of August. The lifeguards teach these lessons, and depending on enrollment numbers determines how many guards are needed.

**815-8005 - CAMP NINIGRET - \$16,000**

The total reflects equipment, camper and staff shirts, field trips, bussing, performers and leadership speakers. Registration fees are deposited in the general fund. The campers pay an extra fee per field trip to help cover costs, the trips are optional and children can remain supervised at camp if they do not want to go on a trip.

**815-8020 – BASKETBALL (YOUTH) - \$16,235**

Town operated youth basketball leagues. Registration fees are deposited in the general fund. The program runs for 15 weeks, dates are dependent upon gym availability. In 2019 the fee was \$65 per participant, with family tiered pricing of \$60 for the second child, \$55 for the third. There were 133 participants in the youth basketball program in 2019. This line covers jerseys, referees, trophies, first aid, league staff, staff shirts, equipment, and the end of season banquet.

\*Note: a portion of program costs are offset by registration fees and sponsorships from local businesses (recommended for enterprise fund account). The Hall Monitor was added as a stipulation mandated by the Board of Education for facility use for an adult to oversee each program run in a Chariho school facility. \*The added \$2,500 for Basketball is due to the mandated Chariho Maintenance employee to be present at all weekend and holiday hours program is in operation at a Chariho School and the cost of this staff can vary from \$18.00 - \$40.00 per hour.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**815 – RECREATION PROGRAMS (cont'd):**

**815-8025 –FALL/ WINTER PROGRAMS - \$16,570**

Includes fall fun fest event, trunk or treat and town hall trick or treating. The tree lighting, gingerbread house contest and New Year's bonfire. Trips taken in the fall and winter that we run every year which get refunded by ticket sales. The increase is due to the accurate cost of the bus and tickets for the Boston Celtics trip and the growth in the Trunk or Treat event. The Trunk or Treat event we need more candy, portable lights and better signage. Our Teen Dances have also grown with around over 100 participants each dance and a registration fee of \$10 the program breaks even.

<b>Events</b>	Fall Fest	\$3,000
	Tree Lighting	\$1,500
	New Year's Eve Bon Fire	\$750
	Teen Dances	\$3,200
	Deerfoot 5K	\$1,500
<b>Trips</b>	New York City	3200
	Boston Celtics	5020
	<b>Total</b>	<b>\$16,570</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**815 – RECREATION PROGRAMS (cont'd):**

**815-8030 - SPRING/SUMMER PROGRAMS - \$9,150**

This line is for annual programs and events in the spring and summer including the Easter egg hunt, schools out dance, fishing derby, Columbia Heights park block party, bike safety day. The block party, babysitting class, golf lessons, and the bike safety day have all been moved to spring and summer programs because they are recurring programs that are successful.

Schools Out Dance	\$800
Easter egg Hunt	\$1,900
Fishing Derby	\$650
Golf Lessons	\$500
Babysitting Class	\$400
Bike Safety Day	\$600
Block Party	\$2,000
Earth Day	\$2,300
<b>Total</b>	<b>\$9,150</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**815 – RECREATION PROGRAMS (cont'd):**

**815-8035 – NEW/ONGOING PROGRAMS - \$ 12,900**

This line item includes new and ongoing programming such as virtual programs: game nights, exercise programs, how to cook certain items, a kite flying day, pickleball, and new programs at Pawaget Park. The kite flying day cost would cover supplies an all-day announcer for the event with music. Virtual online programs will have prizes for winners and will go on throughout the year. Several programs were moved to the Fall/Winter and Spring/Summer lines because of the programs became permanent seasonal programs.

Virtual Programs	\$300
Kite Flying Day	\$300
Pickleball Lessons	\$200
Flag Football (.018)	\$11,425
Beach Yoga and Beach Barre Fitness Class (.026)	\$675
<b>Total</b>	<b>\$12,900</b>

**815-8040- TENNIS PROGRAM - \$ 11,754**

Reflects costs for yearlong tennis program wages that take place at Ninigret Park and Richmond Elementary School.

**815-8045 SWIM LESSONS (YOUTH) - \$200**

Equipment needed for swimming lessons at Little Nini pond.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**815 – RECREATION PROGRAMS (cont'd):**

**815-8050 SUMMER CONCERT/MOVIE SERIES UNDERWRITING - \$8,900**

The movie and concert cost are offset by sponsor's donations.

Five summer concerts. Movie Series will include four movies in the park. Underwriting only, as these programs have been supported by the business community in the past.

---

**Recreation Programs TOTAL REQUESTED BUDGET - \$150,009**

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**820 - CHARLESTOWN BEACH:**

**820-5015 - SEASONAL WAGES - \$125,430**

Total seasonal wages for Town Beach lifeguards, beach attendants, beach patrol and beach manager.

**A. Lifeguards**

This line will cover expenses for the period of July 1, 2020 through June 30, 2021. It is proposed that the salary remain \$15/ hour for "new guards". This has proven to be effective in attracting new lifeguards to our program. This will enable our department to be competitive in hiring lifeguards for the summer. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes, \$15.00/hour will be used. The beach season will begin May 29 (Memorial Day Weekend) full time and run until September 6. In the past the season became full time Father's Day weekend in late June. On weekends the beaches will open at 7:30am instead of 8:30am, helping to alleviate traffic on the main roads

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	5	8	67	\$40,200
Weekends	\$15.00	6	10	34	\$30,600
Holidays	\$22.50	6	10	4	\$5,400
				<b>Total</b>	<b>\$76,200</b>

**B. Beach Attendants**

Two and one-half (2.5) attendants on weekdays and (3.5) attendants on weekends and holidays are required at the Charlestown Town Beach. For budgeting purposes \$11.50/hour will be used..

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$11.50	3	8.25	67	\$19,070
Weekends	\$11.50	3	10.25	34	\$12,023
Holidays	\$17.25	3	10.25	4	\$2,122
				<b>Total</b>	<b>\$33,215</b>

**C. Charlestown Town Beach Manager**

The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility.

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	1	8.5	67	\$8,543
Weekend	\$15.00	1	10.5	34	\$5,355
Holidays	\$22.50	1	10.5	4	\$945
				<b>Total</b>	<b>\$14,843</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**820 - CHARLESTOWN BEACH (cont'd)**

**D. Beach Patrol**

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons.

Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
\$11.50	1	9	10	\$1,035
Holiday	1	8	1	\$138
\$17.25			<b>Total</b>	<b>\$1,173</b>

Lifeguard Total	\$76,200						
Beach Attendant Total	\$33,215						
Beach Manager Total	\$14,843						
Beach Patrol	\$1,173						
<b>Subtotal</b>	<b>\$125,431</b>						
<b>Total Town Beach Wages</b>	<b>\$125,431</b>						

**820-5025 TOWN BEACH OVERTIME WAGES - \$5,000**

Lifeguards out sick, short staffed end of year.

**820-6020 – OPERATING SUPPLIES - \$2,000**

Paper products, soaps for restrooms, supplies for pavilion restroom maintenance, office and first aid supplies for first aid room. Composter technology requires use of a special "Neponol" soap that serves as the conduit in the replacement of flushing. The vendor that supplied the composting toilet units provided a two-year supply of the product. No other type of soap works in this situation, but the soap is very expensive, approximately \$580.00 for the supply at each beach.



**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**820 - CHARLESTOWN BEACH (cont'd)**

**820-6035 – UNIFORMS, TRAINING AND CERTIFICATIONS - \$3,650**

Total cost of the re-imbursement program will be divided equally between the 2 Town beach budgets (Charlestown Beach and Blue Shuttles Beach). Also to include pre-season re-certifications for senior lifeguards, CPR, First Aid training for beach attendants and managers. **\*This includes a half day for an all-staff training at cost \$250 per beach early season. All lifeguards' re-certifications are \$250/guard which includes Red Cross fees 10 minimally. Guard training on the beach with a certified instructor to teach captains and other guards' new skills throughout the summer.**

6 Uniforms at \$50 per uniform	\$400
Beach Manager, Beach Attendant and Supervisor	\$100
Lifeguard Sweatshirts	\$300
Lifeguard swimsuits	\$300
Lifeguard Training and Recertification	\$2,550
Total	<b>\$3,650</b>

**820-6040 - MAINTENANCE & REPAIRS - \$1,500**

Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. Lifeguard chairs require refurbishing, the rain garden will require maintenance, and continuous repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed.

**820-6045 - MAINTENANCE SUPPLIES - \$500**

Repair, replace and /or rebuild parking lot signage as needed.

**820-6060 - PRINTING & BINDING - \$575**

Printing of resident beach passes	\$1,095
Printing of cottage passes	\$55
Total printing costs *	\$1,150
(*total is divided by 2 for both beaches)	<b>\$575</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**820 - CHARLESTOWN BEACH (cont'd)**

**820-6065 - PURCHASED SERVICES - \$9,585**

Portable Toilet Facility: six (6) times at \$415 per month and emergency pump outs	\$2,490
Ocean Testing as mandated by the State of Rhode Island - \$75 per test - 10 test minimum	\$750
Medical Supplies	\$210
Water Service	\$100
Clivus Inspections and Winterization	\$1,500
Close facilities: plumber/wells	\$300
Pavilion Urine Tank Pumpouts - \$215 x 9 pump outs per season	\$1,935
Post Season Open and Close Beach Pavilion. One person for 5 hours end of Sept.	\$2,300
	<b>\$9,585</b>

**820-6075 - TOOLS & EQUIPMENT- \$2,000**

AED unit and battery updates. Purchase of replacement buoys, weights and lines as needed.

**820-6095 BEACH CLEANING SERVICES - \$8,500**

Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris.

**850-6095 001 BEACH CLEANING - \$11,360**

This included Professional sanitizing daily of the Pavilion bathrooms

**820-6100 - TAXES - \$4,000** Payment to South Kingstown for town-owned beach property located within South Kingstown.

**Charlestown Beach TOTAL REQUESTED BUDGET- \$171,100**

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**830-NINIGRET PARK:**

**830-5015 - SEASONAL WAGES - \$21,930**

**A. Lifeguards**

This line will cover expenses for the period of July 1, 2021 through June 30, 2022. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes \$15.00/hour will be used. \*Note - holiday rate of pay = time +1/2 paid to lifeguards.

Lifeguards	Rate of Pay	Number of Positions	Hours	Number of Days	Total Pay
Weekdays	\$15.00	2	8	52	\$12,480
Weekends	\$15.00	2	9	29	\$7,830
Holidays	\$22.50	2	9	4	\$1,620
Total					<b>\$21,930</b>

Please note: There is no deduction for rain due to the fact that guards usually remain on duty for camp related lifeguard safety duties, picnic and other small gatherings which often occur during inclement weather.

**830-5025 NINIGRET PARK OVERTIME WAGES - \$1,000**

Lifeguards out sick, short staffed end of year.

**830-6020 - OPERATING SUPPLIES - \$1,700**

Restroom supplies (toilet paper, paper towels, etc.)	\$900
Cleaning supplies (floor cleaner, disinfectants,	\$800
Total	<b>\$1,700</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**830-NINIGRET PARK (cont'd):**

**830-6040 - MAINTENANCE & REPAIRS - \$3,820**

Multi-use trail maintenance and signs as needed	\$1,000
Miscellaneous maintenance and repairs to facilities and buildings/grounds as needed,	\$1,000
Add chips to playground area play surface, yearly maintenance	\$700
Basketball replacement nets	\$100
Basketball replacement pads - \$170 per pad X 6	\$1,020
<b>Total</b>	<b>\$3,820</b>

**830-6065 - PURCHASED SERVICES - \$15,332. – Additional Pump outs for (2) Additional Clivus Units**

Close Facility (plumber/well expertise required)	\$300
AED replacement	\$1,000
Bi Weekly Coliform Test	\$600
Medical Supplies	\$400
Restroom Cleaning Tennis Court, Lil' Nini' and six (6) composting toilets twice (2) weekly by an outside agency \$8,610 for the season plus (2) new Clivus toilet units for year round use \$572	\$9,182
Water Service	\$450
Pest Control	\$500
Clivus Service	\$2,000
Six Composting Toilets Urine Tank Pumpouts Twice Yearly	\$900
<b>Total</b>	<b>\$15,332</b>

**830-6065 - PURCHASED SERVICES – COVID CLEANING- \$5,000**

**This Includes Professional Sanitizing Daily of the bathrooms.**

**15K**

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**830-NINIGRET PARK (cont'd):**

**830-6075 - TOOLS & EQUIPMENT - \$3,266**

Wheelbarrows, rakes, shovels	\$400
AED Battery service contract, replace pads etc.	\$200
Replacement of outdated AED case for beach	\$1,736
Pickleball Tape for old courts	\$60
Tennis Benches (2)	\$800
Seamless roller for tennis courts	\$70
<b>Total</b>	<b>\$3,266</b>

---

**Ninigret Park TOTAL REQUESTED BUDGET- \$52,048**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.850.5015.000	EXPENDITURE	Blue Shutters Wages	\$74,096	\$94,562	\$90,678	\$90,678	\$94,225	\$125,430	\$125,430	\$125,430	\$125,430
01.850.5025.000	EXPENDITURE	Blue Shutters O T Wages	\$1,160	\$8,416	\$3,400	\$3,400	\$10,915	\$9,000	\$9,000	\$9,000	\$9,000
01.850.6020.000	EXPENDITURE	Blue Shutters Operating Sup	\$1,624	\$1,760	\$2,000	\$2,000	\$520	\$2,000	\$2,000	\$2,000	\$2,000
01.850.6035.000	EXPENDITURE	Uniforms & Training	\$1,045	\$2,453	\$2,100	\$2,100	\$1,260	\$4,600	\$4,600	\$3,650	\$3,650
01.850.6040.000	EXPENDITURE	Maintenance & Repairs	\$1,094	\$65	\$1,200	\$1,200	\$90	\$1,500	\$1,500	\$1,500	\$1,500
01.850.6045.000	EXPENDITURE	Maintenance Supplies	\$290	\$236	\$500	\$500	\$77	\$500	\$500	\$500	\$500
01.850.6060.000	EXPENDITURE	Printing & Binding	\$1,063	\$1,136	\$1,138	\$1,138	\$0	\$575	\$575	\$575	\$575
01.850.6065.000	EXPENDITURE	Purchased Services	\$5,744	\$7,838	\$8,300	\$8,300	\$6,748	\$9,585	\$9,585	\$9,585	\$9,585
01.850.6075.000	EXPENDITURE	Tools/Equipment	\$1,002	\$1,550	\$2,000	\$2,000	\$300	\$2,000	\$2,000	\$2,000	\$2,000
01.850.6095.000	EXPENDITURE	Beach Cleaning	\$5,500	\$11,483	\$6,500	\$6,500	\$5,500	\$8,500	\$8,500	\$8,500	\$8,500
01.850.6095.001	EXPENDITURE	Purchased Services Covid Cleaning	\$0	\$5,233	\$0	\$15,332	\$11,360	\$11,360	\$11,360	\$11,360	\$11,360
			<b>\$92,617</b>	<b>\$194,731</b>	<b>\$117,816</b>	<b>\$133,148</b>	<b>\$130,995</b>	<b>\$175,050</b>	<b>\$175,050</b>	<b>\$174,100</b>	<b>\$174,100</b>
01.900.9005.000	EXPENDITURE	Open Space 2013 Principal	\$195,000	\$200,000	\$200,000	\$200,000	\$200,000	\$205,000	\$205,000	\$205,000	\$205,000
01.900.9006.000	EXPENDITURE	Beach Pavilion Principal	\$48,904	\$48,904	\$51,621	\$51,621	\$51,621	\$51,621	\$51,621	\$51,621	\$51,621
01.900.9007.000	EXPENDITURE	Affordable Housing 2013 Principal	\$41,096	\$41,096	\$43,379	\$43,379	\$43,379	\$43,379	\$43,379	\$43,379	\$43,379
01.900.9008.000	EXPENDITURE	Recreation Bond Principal \$1M	\$90,000	\$95,000	\$95,000	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$100,000
01.900.9021.000	EXPENDITURE	Open Space Bond Principal 3M	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$145,000	\$145,000	\$145,000	\$145,000
01.900.9026.000	EXPENDITURE	Open Space Interest 3M	\$23,000	\$19,250	\$15,125	\$15,125	\$15,125	\$11,256	\$11,256	\$11,256	\$11,256
01.900.9029.000	EXPENDITURE	Affordable Housing Interest	\$30,313	\$29,389	\$28,330	\$28,330	\$28,330	\$27,138	\$27,138	\$27,138	\$27,138
01.900.9031.000	EXPENDITURE	Open Space 2013 Interest	\$28,971	\$24,725	\$20,425	\$20,425	\$20,425	\$16,071	\$16,071	\$16,071	\$16,071
01.900.9032.000	EXPENDITURE	Beach Pavilion Interest	\$36,074	\$34,973	\$33,713	\$33,713	\$33,713	\$32,294	\$32,294	\$32,294	\$32,294
01.900.9033.000	EXPENDITURE	Recreation Bond Interest	\$23,214	\$20,249	\$17,732	\$17,732	\$9,360	\$15,182	\$15,182	\$15,182	\$15,182
01.900.9045.000	EXPENDITURE	DPW Dump Truck 2016	\$20,735	\$20,735	\$40,517	\$40,517	\$0	\$0	\$0	\$0	\$0
01.900.9050.000	EXPENDITURE	Ambulance L/P Amb Corp (2012)	\$0	\$54,081	\$160,303	\$160,303	\$159,006	\$0	\$0	\$0	\$0
01.900.9055.000	EXPENDITURE	DPW Sweeper All Vac/Catch 2016	\$38,244	\$38,244	\$75,902	\$75,902	\$0	\$0	\$0	\$0	\$0
01.900.9075.000	EXPENDITURE	DPW Dump Truck W/Plow (7 L/P)	\$21,372	\$21,372	\$61,507	\$61,507	\$0	\$0	\$0	\$0	\$0
01.900.9096.000	EXPENDITURE	DPW Heavy Duty Dump Truck	\$20,620	\$20,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.900.9098.000	EXPENDITURE	DPW F-350 HD (5YR L/P)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			<b>\$767,543</b>	<b>\$818,638</b>	<b>\$993,554</b>	<b>\$993,554</b>	<b>\$806,159</b>	<b>\$646,941</b>	<b>\$646,941</b>	<b>\$646,941</b>	<b>\$646,941</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**850 – BLUE SHUTTERS BEACH:**

**850-5015 - SEASONAL WAGES – \$125,430**

Total seasonal wages for Blue Shutters Beach lifeguards, beach attendants, beach patrol and beach manager:

**A. Lifeguards**

This line will cover expenses for the period of July 1, 2020 through June 30, 2021. Those guards who return from the previous year will be given a \$.50 per hour increase from their previous year's salary. The base salary for the lifeguards will begin at \$15/hr. Note - holiday rate of pay = time +1/2 paid for lifeguards. The Beach Season will begin May 29 (Memorial Weekend) full time and run thru September 6. In the past the season opens full time Father's Day Weekend in late June. On weekends and holidays, we will open at 7:30am instead of 8:30am, helping to alleviate traffic on the main roads.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	5	8	67	\$40,200
Weekends	\$15.00	6	10	34	\$30,600
Holidays	\$22.50	6	10	4	\$5,400
<b>Total</b>					<b>\$76,200</b>

**B. Beach Attendants**

Three full-time and three half-time attendants on weekdays and three full-time and two half-time attendants on weekends and holidays are required at the Blue Shutters Beach. For budgeting purposes \$11.50/hour will be used.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$11.50	3	8.25	67	\$19,070
Weekends	\$11.50	3	10.25	34	\$12,023
Holidays	\$17.25	3	10.25	4	\$2,122
<b>Total</b>					<b>\$33,215</b>



**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**850 – BLUE SHUTTERS BEACH (cont'd)**

**C. Blue Shutters Beach Manager**

The beach manager is responsible for daily collection, instructing beach attendants on any new equipment for accounting, scheduling, deposits, and overall operation of the facility. This line item is also used for the training of staffing of all positions.

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$15.00	1	8.5	67	\$8,543
Weekend	\$15.00	1	10.5	34	\$5,355
Holidays	\$22.50	1	10.5	4	\$945
				<b>Total</b>	<b>\$14,843</b>

**D. Beach Patrol**

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons.

Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
\$11.50	1	9	10	\$1,035
Holiday \$17.25	1	8	1	\$138
			<b>Total</b>	<b>\$1,173</b>

Lifeguard Total	\$76,200	
Beach Attendant Total	\$33,215	
Beach Manager Total	\$14,843	
Beach Patrol	\$1,173	
Subtotal	\$125,431	
<b>Total Blue Shutters Wages</b>	<b>\$125,431</b>	

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**850 – BLUE SHUTTERS BEACH (cont'd)**

**850-5025 BLUE SHUTTERS OVERTIME WAGES - \$9,000**

Lifeguards out sick, short staffed end of year issues.

**850-6020 – OPERATING SUPPLIES - \$2,000**

Paper products, soaps for restrooms, cleaning supplies, Nepanol foaming product for Clivus composting toilets for \$580 per beach, lifeguard equipment, pavilion office space requires supplies and new first aid room replacement flags, replacement buoys at pavilion office space requires supplies and new first aid room, replacement flag/s, miscellaneous. Purchase sawdust for composting toilet units yearly.

**850-6035 – UNIFORMS, TRAINING AND CERTIFICATIONS - \$3,650**

Total cost of the re-imbursement program will be divided equally between the 2 Town beach budgets (Charlestown Beach and Blue Shutters Beach). Also to include pre-season re-certifications for senior lifeguards, CPR, First Aid training for beach attendants and managers. **\*This includes a half day for an all-staff training at cost \$250 per beach early season. All lifeguards' re-certifications are \$250/guard which includes Red Cross fees 10 minimally. Guard training on the beach with a certified instructor to teach captains and other guards' new skills throughout the summer.**

8 x \$50 per uniform	\$400
Beach Manager, Beach Attendant, Beach Patrol and Supervisor Uniforms	\$100
Lifeguard Swimsuits	\$300
Lifeguard Sweatshirts	\$300
Training and Certifications	\$2,550
<b>Total</b>	<b><u>\$3,650</u></b>

**850-6040 - MAINTENANCE & REPAIRS – \$1,500**

Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. Lifeguard chairs require refurbishing and continuous repairs to structures on site as needed. Repair of locks and system as needed.

**850-6045 - MAINTENANCE SUPPLIES - \$500**

Replace signage as is necessary, paper products, paper supplies, towels etc. for \$500

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**850 – BLUE SHUTTERS BEACH (cont'd)**

**850-6060 - PRINTING & BINDING - \$575**

Printing of resident beach passes	\$1,095
Printing of cottage passes	\$50
Total printing costs *	<u>\$1,150</u>
(*total is divided by 2 for both beaches)	<b>\$575</b>

**850-6065 – PURCHASED SERVICES - \$9,585**

Portable Toilet Facility: (2) for six (6) months at \$415 per month and emergency pumpouts (50%)	\$2,490
Ocean Testing as Mandated by State of Rhode Island -\$75 per test - 10 test minimum	\$750
Medical Supplies	\$210
Water Service	\$100
Clivus Composter Tank and System Inspections	\$1,500
Close facilities: plumber/wells	\$300
Pavilion Urine Tank Pumpouts - \$215 x 9 pumpouts per season	\$1,935
Post Season Open and Close Pavilion. One person for 5 hrs. end of Sept.	\$2,300
<b>Total</b>	<b><u>\$9,585</u></b>

**850-6075 - TOOLS & EQUIPMENT - \$2,000**

Replace pads for AED, service contract total \$600. Purchase of replacement buoys, weights and lines as needed. Any necessary repairs to beach radios, additionally walkie talkies work well for lifeguards.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**850 – BLUE SHUTTERS BEACH (cont'd)**

**850-6095 - BEACH CLEANING - \$8,500**

Twice weekly, beach cleaning services for Blue Shutters beach to maintain safe beaches free of debris. Must be cleaned 26 times this season at a cost of \$250 each cleaning.

**850-6095 001 BEACH CLEANING - \$11,360**

This included Professional sanitizing daily of the Pavilion bathrooms.

---

**Blue Shutters Beach TOTAL REQUESTED BUDGET - Total: \$171,400**

**SUPPLEMENTAL INFORMATION**  
**FY2021 - 2022**

**900 - DEBT SERVICE:**

**900-9005 – \$2M OPEN SPACE BOND 2015 PRINCIPAL - \$205,000**

Principal payment on Open Space Bonds was issued in summer 2014. Authority given in fiscal year 2004 for \$2 million. The bond will be payable from 2014 to 2025.

**900-9006 – \$1.19M BEACH PAVILION BOND 2015 PRINCIPAL - \$51,621**

Principal payment on 20 year bond for Beach Pavilions. Authority given in fiscal year 2011 for \$1.19 million. The bond will be payable from 2014 to 2034.

**900-9007 – \$1M AFFORDABLE HOUSING BOND 2015 PRINCIPAL - \$43,379**

Principal payment on 20 year bond for Affordable Housing. Authority given in fiscal year 2006 for \$1 million. The bond will be payable from 2014 to 2034.

**900-9008 - \$1M RECREATION BOND PRINCIPAL – \$100,000**

Principal payment on 10 year bond for Recreation issued November 2016. Authority given June 2015. The bond will be payable from 2017 to 2027.

**900-9021 – \$3M OPEN SPACE BOND PRINCIPAL - \$145,000**

Principal payment on Series A Open Space Bonds issued in February 2004. Authority given in fiscal year 2000 for \$2 million and in year 2002 for \$1 million. The bond is payable from February 2005 to February 2024.

**900-9026 – \$3M OPEN SPACE BOND INTEREST - \$11,256**

Open space bond interest payable for fiscal year 2021.

**900-9029 – \$1M AFFORDABLE HOUSING INTEREST - \$27,138**

Affordable Housing bond interest payable for fiscal year 2021.

**900-9031 – \$2M OPEN SPACE INTEREST - \$16,071**

Open space bond interest payable for fiscal year 2021.

**SUPPLEMENTAL INFORMATION**  
**FY2021 - 2022**

**900 - DEBT SERVICE (cont'd):**

**900-9032 - \$1.19M BEACH PAVILION INTEREST - \$32,294**

Beach Pavilions bond interest payable for fiscal year 2021.

**900-9033 - \$1M RECREATION BOND INTEREST - \$15,182**

Recreation bond interest payable for fiscal year 2021.

---

**Debt Service TOTAL REQUESTED BUDGET - \$646,941**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2018 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.920.5005.000	EXPENDITURE	In Lieu Health Insurance	\$14,769	\$10,830	\$12,565	\$12,565	\$5,321	\$12,817	\$12,817	\$12,817	\$12,817
01.920.5010.000	EXPENDITURE	Town Funded Retiree Pensions	\$11,250	\$11,588	\$13,041	\$13,041	\$5,508	\$0	\$0	\$0	\$0
01.920.5015.000	EXPENDITURE	Vacation Buyouts	\$19,755	\$18,562	\$26,043	\$26,043	\$21,111	\$26,043	\$26,825	\$26,825	\$26,825
01.920.9205.000	EXPENDITURE	FICA Tax	\$366,511	\$390,380	\$426,344	\$426,344	\$225,975	\$432,000	\$432,000	\$432,000	\$432,000
01.920.9210.000	EXPENDITURE	Health Insurance	\$1,124,021	\$1,095,264	\$1,153,320	\$1,153,320	\$676,758	\$1,176,386	\$1,176,386	\$1,176,386	\$1,176,386
01.920.9210.008	EXPENDITURE	OPEB Trust Fee	\$16,737	\$18,778	\$17,500	\$17,500	\$8,779	\$17,500	\$17,500	\$17,500	\$17,500
01.920.9215.000	EXPENDITURE	Delta Dental	\$61,052	\$56,861	\$51,879	\$51,879	\$28,085	\$52,917	\$52,917	\$52,917	\$52,917
01.920.9220.000	EXPENDITURE	Life Insurance	\$16,376	\$16,189	\$16,750	\$16,750	\$6,695	\$17,085	\$17,085	\$17,085	\$17,085
01.920.9225.000	EXPENDITURE	Employer Pension Contr -	\$617,159	\$712,593	\$805,169	\$805,169	\$424,315	\$900,000	\$900,000	\$907,000	\$907,000
01.920.9240.000	EXPENDITURE	Unemployment Expenses	\$3,082	\$7,385	\$15,000	\$15,000	\$0	\$15,000	\$15,000	\$10,000	\$10,000
01.920.9250.000	EXPENDITURE	Employee Asst Program	\$1,800	\$1,800	\$1,000	\$1,000	\$1,671	\$2,800	\$2,800	\$2,800	\$2,800
			<b>\$2,252,513</b>	<b>\$2,340,230</b>	<b>\$2,538,611</b>	<b>\$2,538,611</b>	<b>\$1,404,218</b>	<b>\$2,652,548</b>	<b>\$2,653,330</b>	<b>\$2,655,330</b>	<b>\$2,655,330</b>
01.940.9435.000	EXPENDITURE	Auditing Service	\$39,635	\$33,075	\$42,000	\$42,000	\$24,055	\$42,000	\$42,000	\$42,000	\$42,000
01.940.9440.000	EXPENDITURE	Town Solicitor	\$128,870	\$131,793	\$131,160	\$131,160	\$64,305	\$131,160	\$131,160	\$131,160	\$131,160
01.940.9445.000	EXPENDITURE	Special Service/Legal	\$6,920	\$29,005	\$60,000	\$60,000	\$15,113	\$60,000	\$60,000	\$30,000	\$30,000
01.940.9450.000	EXPENDITURE	Miscellaneous Legal	\$28,429	\$21,120	\$50,000	\$50,000	\$8,000	\$50,000	\$50,000	\$30,000	\$30,000
01.940.9455.000	EXPENDITURE	Risk Assessment Study-FB Reserve	\$0	\$0	\$50,000	\$50,000	\$23,500	\$0	\$0	\$0	\$0
01.940.9475.000	EXPENDITURE	Finance/IT/Administration Study	\$2,690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.940.9480.000	EXPENDITURE	Town-Wide Survey	\$0	\$5,680	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000
			<b>\$206,544</b>	<b>\$220,672</b>	<b>\$333,160</b>	<b>\$333,160</b>	<b>\$134,973</b>	<b>\$298,160</b>	<b>\$298,160</b>	<b>\$248,160</b>	<b>\$248,160</b>
01.950.9550.000	EXPENDITURE	Town Insurance	\$227,902	\$244,672	\$261,123	\$261,123	\$296,996	\$311,815	\$311,815	\$311,815	\$311,815
01.960.9625.000	EXPENDITURE	Council Contingency Fund	\$33,762	\$7,412	\$50,000	\$50,000	<del>(\$746)</del>	\$50,000	\$50,000	\$50,000	\$50,000
01.960.9625.002	EXPENDITURE	Contingency for Collective Bargaining	\$0	\$0	\$0	\$0	\$0	\$205,150	\$205,150	\$205,150	\$205,150
01.960.9625.003	EXPENDITURE	Contingency for Longevity Collective Bargaining	\$0	\$0	\$0	\$0	\$0	\$7,150	\$7,150	\$7,150	\$7,150



**SUPPLEMENTAL INFORMATION**  
**FY2021- 2022**

**920 - EMPLOYEE BENEFITS:**

**920-5005 - IN LIEU OF HEALTH INSURANCE - \$12,871**

Employee option payment for non-participation in health coverage. Currently includes four municipal employees.

**920-5015 - VACATION BUYOUT - \$26,825**

CPMA agreement allows the buyout of one week of vacation.

**920-9205 - FICA TAX EXPENSE - \$432,000**

Calculated @ 7.65% of estimated total payroll.

**920-9210 - HEALTH INSURANCE - \$1,176,386**

The health insurance calculation is funded with a projected rate increase of 2% over the current year actual costs for all employees. In FY 2009, the Town became a member of the Governmental Health Group of Rhode Island. This group provides health insurance to approximately 32 Rhode Island cities, towns and school districts on a self-funded basis. Full-time employees are required to co-pay 20% of their health insurance premium. Retirees covered with health benefits with no co-pay include 5 former municipal employees and 9 former police officers. Of these, 11 individuals are on Plan 65. There are 6 former police officers and one municipal employee who pay between 15 and 20% for their health insurance. An eyeglass/contact lens benefit at \$150 per year per employee is also funded in this account for full time employees.

**920-9210 OPEB TRUST FEE - \$17,500**

The Town has joined the RI Interlocal Trust OPEB funding Program. The Plan is managed by Vanguard and because other municipalities will be pooling their funds together, the fees to manage the trust will be much lower. FY17 was the first year The Trust managed the OPEB Trust. The fees were much lower and the Trust earned a higher rate of investment income.

**SUPPLEMENTAL INFORMATION**  
**FY2021- 2022**

**920 - EMPLOYEE BENEFITS (cont'd):**

**920-9215 - DENTAL INSURANCE - \$52,917**

Dental premiums for all full-time employees and two retirees is projected at an increase of 5% above the FY20 rates.

**920-9220 - LIFE INSURANCE - \$17,085**

Premiums for insurance coverage per Union and Municipal Management Agreements.

**920-9225 - RETIREMENT - \$907,000**

Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2022 municipal rate calculated @ 7.42% for the Defined Benefit Plan and 1% for the Defined Contribution Plan, 9.25% for employees with 20 years of service as of 6/30/21 for the Defined Benefit Plan, and Police rate calculated @ 34.25%, for the Defined Benefit plan. FY22 rates were 7.42% for Municipal and 34.25% for Police. Also included is a 2% contribution for the Town Administrator into the Town ICMA Defined Contribution plan.

**920-9240 - UNEMPLOYMENT - \$10,000**

Costs incurred by the Town for seasonal employees' unemployment benefits and severed employees.

**920-9250 - EMPLOYEE ASSISTANCE PROGRAM - \$2,800**

Crisis referral service designed for persons in need of counseling. This is the yearly fee for up to 70 employees.

---

**Employee Benefits TOTAL REQUESTED BUDGET - \$2,655,330**

**SUPPLEMENTAL INFORMATION**  
**FY2021 – 2022**

**940 - PROFESSIONAL SERVICES:**

**940-9435 – AUDITING SERVICE - \$42,000**

Estimated cost for preparation of annual audit and professional services for fiscal year ending June 30, 2022. Additional costs incurred during the audit are estimated based on historical costs. The Town will bid out auditing services in the Spring of 2021.

**940-9440 – TOWN SOLICITORS - \$131,160**

Legal services required by the Town in the normal course of business:

Town Solicitor Peter Ruggiero (per contract effective 12/14/20)	\$83,160	Town Council, Planning, Zoning
Town Solicitor Robert E. Craven (per contract effective 12/14/20)	\$24,000	Probate, Prosecution
Asst. Solicitor Joseph Larisa (per contract effective 1/14/19)	<u>\$24,000</u>	Narragansett Indian Tribe
	\$131,160	

**940-9445 – SPECIAL LEGAL SERVICES - \$30,000**

Legal services rendered by the Solicitor or special counsel authorized on a case-by-case basis by the Town Council related to litigation.

**940-9450 – MISCELLANEOUS LEGAL COSTS - \$30,000**

Premiums for insurance coverage per Union and Municipal Management Agreements.

Labor Matters

Arbitration Costs

Transcriptions

Stenographers

RI Manager's Retainer of Labor Counsel

**940-9480 – TOWN-WIDE SURVEY - \$15,000**

---

**Professional Service TOTAL REQUESTED BUDGET - \$248,160**

**SUPPLEMENTAL INFORMATION**  
**FY2021 - 2022**

**950 - TOWN INSURANCE:**

**950-9550 – TOWN INSURANCE - \$311,815**

Premiums for property, liability and worker's compensation coverage. This also includes flood insurance for the two beach pavilions. Liability insurance maintained at \$5 million for budget year 2021.

**Town Insurance TOTAL REQUESTED BUDGET - \$311,815**

**960 –CONTINGENCY:**

**960-9625 – TOWN COUNCIL CONTINGENCY - \$50,000**

Funds set aside for emergencies and items not budgeted. Money expended with Town Council approval.

**960-9625.002 – CONTINGENCY FOR COLLECTIVE BARGAINING- \$205,150**

Funds set aside for collective bargaining of labor contracts.

**960-9625.003 – CONTINGENCY FOR LONGEVITY COLLECTIVE BARGAINING- \$7,150**

Funds set aside for collective bargaining of labor contracts.

**Contingency TOTAL REQUESTED BUDGET - \$262,300**

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.990.9700.000	EXPENDITURE	CEMA Emergency Generator	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000
01.990.9701.000	EXPENDITURE	CEMA ProPac Inflatable Drive Through Shelter	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$0	\$0
01.990.9702.000	EXPENDITURE	Environmental Resilience - Design & Engineering	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$0
01.990.9703.000	EXPENDITURE	Charlestown Beach Rd Engineering & Permitting	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000
01.990.9704.000	EXPENDITURE	Charlestown Beach Rd Asphalt Surface	\$0	\$0	\$0	\$0	\$0	\$315,000	\$315,000	\$0	\$0
01.990.9705.000	EXPENDITURE	Mohawk Trail - Drainage	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$0
01.990.9707.000	EXPENDITURE	UAV - Light Detection & Ranging (LIDAR)	\$0	\$0	\$0	\$0	\$0	\$18,000	\$18,000	\$18,000	\$18,000
01.990.9708.000	EXPENDITURE	UAV - Beach Shark Detection & Safety (2)	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000	\$6,000
01.990.9709.000	EXPENDITURE	IT - Ninigret Park Public Access Wi-Fi	\$0	\$0	\$0	\$0	\$0	\$175,000	\$175,000	\$0	\$0
01.990.9710.000	EXPENDITURE	Pawaget Park Playground & Equipment	\$0	\$0	\$0	\$0	\$0	\$86,000	\$86,000	\$0	\$0
01.990.9711.000	EXPENDITURE	Parks & Rec - Ford Explorer (Replacement)	\$0	\$0	\$0	\$0	\$0	\$31,000	\$31,000	\$31,000	\$31,000
01.990.9712.000	EXPENDITURE	Parks & Rec - Ford Hybrid	\$0	\$0	\$0	\$0	\$0	\$27,500	\$27,500	\$27,500	\$27,500
01.990.9713.000	EXPENDITURE	Police - HVAC	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000
01.990.9714.000	EXPENDITURE	Police - Ferris-Z Lawn Mower	\$0	\$0	\$0	\$0	\$0	\$7,000	\$7,000	\$7,000	\$7,000
01.990.9715.000	EXPENDITURE	Police - 800 MHZ Radio System Upgrade	\$0	\$0	\$0	\$0	\$0	\$90,000	\$90,000	\$90,000	\$90,000
01.990.9716.000	EXPENDITURE	Public Works Fuel Management System	\$0	\$0	\$0	\$0	\$0	\$56,000	\$56,000	\$50,000	\$50,000
01.990.9717.000	EXPENDITURE	Public Works Portable Air Jacks	\$0	\$0	\$0	\$0	\$0	\$7,600	\$7,600	\$7,600	\$7,600
01.990.9718.000	EXPENDITURE	Old Mill Road Reconstruction	\$0	\$0	\$0	\$0	\$0	\$2,621,718	\$2,621,718	\$1,800,000	\$1,800,000
01.990.9719.000	EXPENDITURE	Assessor - Pictometry Oblique Property Photos	\$0	\$0	\$0	\$0	\$0	\$32,228	\$32,228	\$0	\$0
01.990.9720.000	EXPENDITURE	Residential "Knox Box" Program	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000
01.990.9721.000	EXPENDITURE	Coastal Ponds - Public Access Feasibility	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000
01.990.9901.000	EXPENDITURE	Police Cruisers (2)	\$31,384	\$75,223	\$120,000	\$120,000	\$127,817	\$0	\$91,600	\$88,400	\$88,400
01.990.9902.000	EXPENDITURE	Police Admin Car	\$35,700	\$0	\$0	\$0	\$0	\$0	\$45,800	\$44,200	\$44,200
01.990.9904.000	EXPENDITURE	Police Bullet Proof Vests	\$0	\$18,051	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9906.000	EXPENDITURE	Police Computers & Mobile Data Terminals	\$0	\$11,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9910.000	EXPENDITURE	DPW Highway Sanders (2)	\$0	\$0	\$7,250	\$7,250	\$0	\$0	\$0	\$0	\$0
01.990.9911.000	EXPENDITURE	DPW Pick-up Truck w/Dump & Plow	\$0	\$0	\$72,403	\$72,403	\$0	\$0	\$0	\$0	\$0
01.990.9915.000	EXPENDITURE	Police Message Board	\$16,575	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9916.000	EXPENDITURE	DPW Dump/Plow/Sander (1)	\$0	\$134,635	\$123,980	\$123,980	\$0	\$0	\$144,100	\$140,000	\$140,000
01.990.9917.000	EXPENDITURE	GIS Trimble R8s GPS	\$0	\$0	\$18,000	\$18,000	\$17,692	\$0	\$0	\$0	\$0
01.990.9921.000	EXPENDITURE	Town Security System	\$0	\$47,436	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9924.000	EXPENDITURE	Town Hall Generator Design & Plan	\$84,265	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9926.000	EXPENDITURE	Animal Shelter Building Repairs	\$0	\$0	\$400,000	\$400,000	\$0	\$0	\$404,000	\$0	\$0
01.990.9927.000	EXPENDITURE	Police Station Physical Training & Fitness Room	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0
01.990.9930.000	EXPENDITURE	Animal Shelter - Septic System	\$0	\$25,985	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9932.000	EXPENDITURE	Little Nini Beach Stairs	\$0	\$17,635	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9933.000	EXPENDITURE	DPW Open Top Container - CRCC	\$0	\$11,200	\$14,730	\$14,730	\$0	\$0	\$3,600	\$3,600	\$3,600
01.990.9934.000	EXPENDITURE	Wing Mower	\$14,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9937.000	EXPENDITURE	DPW - Backhoe Loader	\$0	\$158,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9940.000	EXPENDITURE	Tennis Courts - Ninigret Park	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0
01.990.9942.000	EXPENDITURE	CRCC-Front End Loader	\$0	\$0	\$165,000	\$165,000	\$186,000	\$0	\$0	\$0	\$0
01.990.9943.000	EXPENDITURE	GIS Wide Format Scanner	\$0	\$0	\$9,500	\$9,500	\$4,925	\$0	\$0	\$0	\$0
01.990.9944.000	EXPENDITURE	GIS Large Format Printer	\$0	\$0	\$6,000	\$6,000	\$6,663	\$0	\$0	\$0	\$0
01.990.9946.000	EXPENDITURE	GIS Aerial Drone & Thermal Camera	\$0	\$0	\$34,000	\$34,000	\$33,035	\$0	\$0	\$0	\$0
01.990.9948.000	EXPENDITURE	Town Dock Improvements	\$0	\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0
01.990.9951.000	EXPENDITURE	Police - Upgrade Furniture (EOC)	\$6,896	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0
01.990.9953.000	EXPENDITURE	Police - ATV	\$8,134	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9954.000	EXPENDITURE	Charlestown Town Beach Parking Lot	\$0	\$115,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9958.000	EXPENDITURE	Police Fuel Management System	\$0	\$0	\$21,000	\$21,000	\$0	\$0	\$56,000	\$50,000	\$50,000

**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.990.9960.000	EXPENDITURE	Ambulance	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9961.000	EXPENDITURE	DPW Asphalt Resurfacing	\$145,723	\$90,969	\$123,555	\$123,555	\$0	\$0	\$127,255	\$127,255	\$127,255
01.990.9965.000	EXPENDITURE	REC Basketball Court Reconstruct @ Columbia Helght	\$21,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9966.000	EXPENDITURE	Renovation - Softball Field @ Wicklund	\$1,579	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
01.990.9967.000	EXPENDITURE	CEMA Building - Exterior Paint	\$0	\$0	\$11,000	\$11,000	\$0	\$0	\$0	\$0	\$0
01.990.9983.000	EXPENDITURE	Blue Shutters Beach Pavilion Repairs	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
01.990.9984.000	EXPENDITURE	Waterfront Property Survey	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
01.990.9990.000	EXPENDITURE	Recreation Passenger Van Replacement	\$0	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0
01.990.9991.000	EXPENDITURE	Town Vehicles	\$0	\$128,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.990.9992.000	EXPENDITURE	Police Station Communication Tower	\$0	\$164,264	\$50,000	\$50,000	\$18,620	\$0	\$0	\$0	\$0
01.990.9997.000	EXPENDITURE	Denitrification Septic System Prototype	\$0	\$0	\$250,000	\$250,000	\$0	\$0	\$17,000	\$17,000	\$17,000
01.990.9998.000	EXPENDITURE	Columbia Heights Playground Equipment	\$0	\$0	\$19,202	\$19,202	\$19,132	\$0	\$0	\$0	\$0
			\$422,055	\$999,692	\$1,840,620	\$1,840,620	\$413,879	\$3,988,046	\$4,877,401	\$2,622,555	\$2,622,555



**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**

Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook

Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027-2031	FY2032+
Ambulance & Rescue	<b>Vehicles &amp; Equipment</b>							
	Ambulance		325,000				325,000	325,000
	<b>Subtotal</b>	0	325,000	0	0	0	325,000	325,000
Animal Control	<b>Buildings</b>							
	Animal Shelter Building							96,650
	Exterior				5,000	5,000	2,000	2,000
	Roof							25,000
	HVAC							5,000
	Electrical							5,000
	Parking Lot Paving & Landscaping		25,000					25,000
	Kennel Storage Shed				5,000	5,000	3,335	
	On Site Waste Water (Septic System)							50,000
	On Site Water Supply (Public Well)							25,000
	<b>Vehicles &amp; Equipment</b>							
	2019 Ford Van							50,000
	<b>Subtotal</b>	0	25,000	0	10,000	10,000	5,335	283,650
Building Official	<b>Vehicles &amp; Equipment</b>							
	2016 Ford Explorer						40,000	
	2017 Ford Explorer						40,000	
	2020 Ford Explorer							40,000
	<b>Subtotal</b>	0	0	0	0	0	80,000	40,000
Conservation Commission	South Farm Sheep Shed							25,100
	Wayfinding Signs			5,000		5,000	5,000	5,000
	<b>Subtotal</b>	0	0	5,000	0	5,000	5,000	30,100



**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**

Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook

Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027-2031	FY2032+
Emergency Management	<b>Buildings</b>							
	Ninigret Park - Summer Office							33,619
	Exterior Painting						11,000	11,000
	Roof					15,000		15,000
	HVAC		5,000					2,500
	Electrical			5,000				2,500
	Parking Lot Paving & Landscaping					10,000		10,000
	On Site Waste Water (Septic System)						25,000	
	On Site Water Supply (Public Well)							25,000
	<b>Vehicles &amp; Equipment</b>							
	2012 Ford Expedition Replacement			30,000			30,000	
	1993 Humvee					50,000		
	2009 Haulmark Trailer			6,000				6,000
	Police Station EOC Furniture Replacement (table and chairs)							25,000
	Tesla Power Wall Battery (EOC and Summer Office)		20,000					20,000
	Emergency Generator	20,000						
	ProPac Inflatable Drive Through Shelter							
	<b>Subtotal</b>	<b>20,000</b>	<b>25,000</b>	<b>41,000</b>	<b>0</b>	<b>75,000</b>	<b>66,000</b>	<b>150,619</b>
Environmental Resilience & Adaptation								
	Risk Assessment					30,000	30,000	30,000
	<b>Buildings</b>							
	Design/Engineering		25,000	25,000	25,000	25,000	25,000	25,000
	Construction		100,000	100,000	100,000	100,000	100,000	100,000
	<b>Infrastructure</b>							
	Design/Engineering/Permitting		50,000	50,000	50,000	50,000	50,000	50,000
	Shumankanuc Hill Road - Drainage							
	Ridgewood Road - Drainage							
	Charlestown Beach Road - Engineering & Permitting	20,000						
	Ladyslipper & Old Coach Rd							
	<b>Construction</b>		100,000	100,000	100,000	100,000	100,000	100,000
	Charlestown Beach Road - Asphalt Surface							
	Mohawk Trail - Drainage							
	<b>Maintenance</b>							
	Tree Removal		50,000	50,000	50,000	50,000	50,000	50,000
	Waterfront Property Survey							
	<b>Subtotal</b>	<b>20,000</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>	<b>355,000</b>	<b>355,000</b>	<b>355,000</b>

**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**

**Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook**

Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027-2031	FY2032+
<b>Geographic Information Service</b>	<b><i>Vehicles &amp; Equipment</i></b>							
	2017 Ford Interceptor						45,800	
	2016 Carolina Skiff							30,000
	2016 Boat Trailer							2,500
	Large Format Printer							6,000
	Wide Format Scanner						9,500	
	Unmanned Aerial Vehicle (UAV) & Thermal Camera					34,000		
	Unmanned Aerial Vehicle (UAV) Light Detection & Ranging (LIDAR)	18,000						
	Unmanned Aerial Vehicle (UAV) Photogrammetry Camera		9,000					
	Unmanned Aerial Vehicle (UAV) - Beach Shark Detection & Safety (2)	6,000						
	Trimble RTK-GPS							18,000
	<b>Subtotal</b>	<b>24,000</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>34,000</b>	<b>55,300</b>	<b>56,500</b>
<b>Harbor Master/Coastal Ponds</b>	<b><i>Public Access</i></b>							
	Town Dock/ Town Dock Road Access Parking							75,000
	Boat Garage					100,000		
	Public Access Feasibility & Conceptual Design	15,000						
	<b><i>Vehicles</i></b>							
	2010 Ford F150			45,000				45,000
	<b><i>Boats and Trailers</i></b>							
	1985 14' McKee Craft Boat			7,000				7,000
	2009 Shore Land'r Trailer			3,500				2,500
	2012 14' Starcraft Aluminum Skiff						6,000	
	2013 Sea Lion Boat Trailer						2,500	
	1990 22' Boston Whaler Boat		18,000					18,000
	2014 Venture Boat Trailer						2,500	
	2014 20' Pioneer 197LE Boat						18,000	18,000
	2014 WESCO Trailer						2,500	2,500
	Multi-Purpose Patrol Boat							200,000
	<b><i>Equipment</i></b>							
	Mobile Computers						6,000	6,000
	Portable 2-Way Radios		8,900			18,000	18,000	18,000
	Ninigret Pond Wireless/Solar Camera System			40,000				40,000
	<b>Subtotal</b>	<b>15,000</b>	<b>26,900</b>	<b>95,500</b>	<b>0</b>	<b>118,000</b>	<b>55,500</b>	<b>432,000</b>

**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**

**Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook**

<b>Department</b>	<b>Description</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027-2031</b>	<b>FY2032+</b>
<b>Information Technology</b>	Ninigret Park - Wi-Fi Public Access		175,000	175,000				
	<b>Subtotal</b>	<b>0</b>	<b>175,000</b>	<b>175,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Parks and Recreation</b>	<b><i>Buildings/Structures - Ninigret Park</i></b>							
	Ninigret Park Basketball Courts		8,000				8,000	8,000
	Ninigret Park Concession							6,426
	Ninigret Park Criterion Course - Paving		100,000					100,000
	Ninigret Park Garage		5,000					8,222
	Ninigret Park Horse Barn - removal and replacement				50,000	50,000		6,324
	Ninigret Park Judge's Stand		3,000				25,000	
	Ninigret Park Multi-Purpose Bike Path - Resurfacing							90,984
	Ninigret Park Pavilion						10,000	77,900
	Ninigret Park Playground		10,000		10,000			82,926
	Ninigret Park Residence		5,000		5,000	5,000		65,178
	Ninigret Park Restrooms			10,000				
	Ninigret Park Scoreboard/Fence Removal							25,000
	On Site Waste Water (Septic System)			5,000				25,000
	On Site Water Supply (Public Well)				5,000			14,586
	Ninigret Park Storage Building				75,000			
	Ninigret Park Dog Park Shed						15,198	
	Ninigret Park Tennis Courts (4)						200,000	132,192
	Ninigret Park-Tennis Courts (4)							200,000
	<b><i>Buildings - Charlestown Beach</i></b>							
	Charlestown Beach Pavilion						5,000	612,000
	Exterior		10,000			10,000	5,000	10,000
	Roof						75,000	
	HVAC							25,000
	Electrical			5,000				100,000
	Parking Lot Paving & Landscaping			25,000		25,000		25,000
	On Site Waste Water (Septic System)							25,000
	On Site Water Supply (Public Well)							25,000
	Charlestown Beach Ticket Booth		15,000				3,876	15,000

**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**

**Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook**

<u>Department</u>	<u>Description</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027-2031</u>	<u>FY2032+</u>
	<b><i>Buildings - Sam Ferretti Blue Shutters Beach</i></b>							
	Blue Shutters Beach Pavilion							619,689
	Exterior			5,000		5,000	5,000	10,000
	Roof						75,000	
	HVAC							
	Electrical			5,000			3,000	3,000
	Parking & Landscaping				25,000			100,000
	On Site Waste Water (Septic System)							25,000
	On Site Water Supply (Public Well)							25,000
	<b><i>Buildings - Community/Senior Center</i></b>							
	Senior/Community Center Building							1,186,668
	Exterior			5,000			10,000	10,000
	Roof						50,000	
	HVAC							
	Electrical		5,000				3,000	3,000
	Parking Lot Paving & Landscaping			75,000				75,000
	On Site Waste Water (Septic System)							25,000
	On Site Water Supply (Public Well)						25,000	
	Senior Center Garage				5,000	5,000		31,379
	<b><i>Vehicles &amp; Equipment</i></b>							
	Stove & Dishwasher - Senior Center		15,000					15,000
	Automatic Floor Scrubber				3,000			3,000
	Freezer			3,000				2,500
	Refrigerator					2,500		3,000
	Wicklund Field Tennis Courts						100,000	22,032
	Wicklund Park-Baseball Backstop Removal							
	Wicklund Park Benches/Field Maintenance			5,000			5,000	5,000
	Columbia Heights Playground							40,780
	Columbia Heights Playground Equipment		5,000		5,000	5,000	5,000	5,000
	Columbia Heights 1/2 Basketball Court Resurfacing				8,000	8,000		8,000
	<b><i>Buildings - Pawaget Park</i></b>							
	Park Shed							11,526
	Exterior		5,000			5,000		3,000
	Roof						10,000	
	Electrical							
	Parking Lot & Landscaping			5,000		5,000	10,000	25,000
	On Site Water Supply (Public Well)			25,000				25,000
	Playground & Equipment							



**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**  
**Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook**

Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027-2031	FY2032+
Police	<b>Vehicles &amp; Equipment</b>							
	2020 Passenger Van (replace 2010 Chevrolet HHR 1LT)							35,000
	2010 Chevrolet HHR 1LT - Replace with Ford Explorer	31,000					31,000	
	2010 Chevrolet HHR 1LT -Replace with Ford Hybrid	27,500					25,000	25,000
	2020 Ford Explorer							45,800
	<b>Subtotal</b>	<b>58,500</b>	<b>186,000</b>	<b>173,000</b>	<b>191,000</b>	<b>125,500</b>	<b>704,074</b>	<b>4,043,112</b>
								3,739,300
	Building							
	Exterior		10,000		10,000	10,000	10,000	10,000
	Roof				75,000	75,000		
	HVAC	50,000			100,000		100,000	1,000,000
	Electrical		25,000				25,000	25,000
	Parking Paving & Landscape			150,000				15,000
	On Site Waste Water (Septic System)						25,000	
	On Site Water Supply (Public Well)							25,000
	Police Station Communication Tower							117,200
	Fitness and Training Room							30,000
	Fuel Management System	50,000						56,000
	Dispatch Center		100,000					100,000
	Emergency Generator						150,000	
	<b>Vehicles &amp; Equipment</b>							
	Police Dress Blouse Coats					50,000		50,000
	Radio Replacement (Portables / Mobiles)							
	Administrative Car		35,000				35,000	35,000
	1992 Humvee				40,000		40,000	
	1995 Humvee			40,000				40,000
	2003 Karavan Trailer				3,000	3,000		
	2005 Freightliner MT-45				150,000			15,000
	2009 Traffic Speed Trailer FD308 ATSS White		10,000				10,000	
	2010 Ford Taurus (Replace with 2021 Ford Interceptor SUV)	44,200					45,800	45,800
	2014 Ford Explorer		45,800			45,800		45,800
	2014 Ford Police Interceptor	44,200					45,800	40,000
	2014 Ford Police Interceptor	44,200					45,800	45,800
	2014 Ford Taurus				45,800			
	2015 ATS Speed Trailer					10,000		10,000
	2016 Ford Interceptor				45,800	48,500	48,500	48,500
	2016 Ford Interceptor				45,800	48,500	48,500	48,500
	2017 Ford 113 Explorer Police AWD 4DR		48,500					
	2017 Ford 113 Explorer Police AWD 4DR		48,500					
	2017 Ford Explorer			48,500			48,500	48,500
	2017 Ford Explorer			48,500			48,500	48,500

**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**  
**Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook**

Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027-2031	FY2032+
	2017 Ford Explorer							
	2017 Ford F150			48,500			48,500	48,500
	2018 Ford Explorer			48,500			48,500	48,500
	2018 n/a ATS Speed Trailer						10,000	10,000
	2018 Polaris ATV-18				5,000	5,000		5,000
	2018 Polaris ATV-18						5,000	
	2019 Ford Explorer			45,800				
	2019 Ford Explorer						40,000	
	2019 Ford Explorer						40,000	
	Police Ferris-Z Lawn Mower	7,000						10,000
	Message Board							
	800 MHZ Radio System Upgrade	90,000						
<b>Subtotal</b>		<b>329,600</b>	<b>322,800</b>	<b>429,800</b>	<b>520,400</b>	<b>295,800</b>	<b>918,400</b>	<b>5,760,900</b>
<b>Public Works</b>	Front End Loader -CRCC							165,000
	Asphalt Resurfacing	127,255	125,000	125,000	125,000	125,000	125,000	125,000
	Old Mill Road	1,800,000						
	Dump Truck with Plow						125,000	125,000
	Fuel Management System	50,000						21,000
	Heavy Duty Pick-up (4 whl drive, dump with plow)			75,000	75,000	75,000	75,000	75,000
	Highway Sander		15,000	15,000	15,000	15,000	15,000	15,000
	Landfill - Scale Office				10,000	10,000		9,312
	Landfill Assessment Monitoring		12,000	12,000	12,000	12,000	12,000	12,000
	Landfill Garage		5,000		5,000	5,000	5,000	67,630
	Landfill Shed			10,000				4,195
	Open Top Container - CRCC		15,000		15,000	15,000	15,000	15,000
	Conainter Cover - CRCC	3,600						
	Portable Air Jacks - CRCC	7,600						
	Salt Barn		5,000		5,000	5,000	5,000	196,860
	1978 Ingersoll-Rand Air Compressor							25,000
	1988 John Deere Tractor (Ninigret Park Large Fileds)			66,000				66,000
	1989 Covey							
	1996 Rogers Trailer							13,600
	1999 Komatsu WA320-3MC							165,000
	2000 Eagle Utility Trailer							8,600
	2000 Ingersoll-Rand/P18 Air Compressor							
	2001 HSL Trailer							13,600
	2001 John Deere Tractor w/Loader & Mower (CRCC)							27,600
	2006 International 7400 Dump Truck (Truck #8)							
	2006 John Deere 710G Backhoe Loader							

**TOWN OF CHARLESTOWN**

**Five Year Capital Improvement Plan**

**General Worksheet**

**Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook**

<u>Department</u>	<u>Description</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027-2031</u>	<u>FY2032+</u>
	2007 Ingersoll Rand DD-24 Asphalt Roller							28,850
	2007 Vermeer BC1800XL Brush Chipper						74,682	
	2008 International 7400 Dump Truck (Truck #2)			125,000				124,000
	2008 John Deere Tractor							3,313
	2008 Toyota Tacoma		25,000				1,600	
	2010 Honda 3" Trash Pump Model #WT30XK3A							124,000
	2011 International 7400 Dump Truck & Plow (Truck #6)	140,000						70,192
	2012 Ford F450						124,000	124,000
	2012 International Truck (Truck #3)						133,600	136,600
	2012 John Deere Backhoe loader 710J							128,933
	2012 John Deere Tractor-Mounted Brush Mower				128,933	128,933		
	2014 Ford F-350		37,400					124,000
	2014 International 7400 Dump (Truck #5)				124,000	124,000		
	2015 Vermeer Brush Chipper						74,862	
	2015 Ford F450 Dump Truck			70,200				
	2015 GMC Savana Van			25,800				5,800
	2016 Freightliner M2 VAC with Sweeper			275,150				275,150
	2016 International 7400SBA with Plow (Truck #4)						124,000	
	2016 n/a Tidewater Boat Trailer							
	2016 Toyota Tacoma				33,113			33,113
	2017 International 7400 Dump Truck (Truck #7)							
	2018 CAM 8CAM19STTP						8,600	
	2018 Ford F450					70,200		
	2019 Freightliner M2 106 - Vac-All Sweeper						275,150	
<b>Subtotal</b>		<b>2,128,455</b>	<b>239,400</b>	<b>799,150</b>	<b>548,046</b>	<b>585,133</b>	<b>1,193,494</b>	<b>2,328,348</b>
<b>Tax Assessor</b>	<b>Vehicles &amp; Equipment</b>							
	2017 Ford Explorer						35,000	
	Pictometry Oblique Property Photos		32,228	32,228	32,228	32,228	32,228	32,228
<b>Subtotal</b>		<b>0</b>	<b>32,228</b>	<b>32,228</b>	<b>32,228</b>	<b>32,228</b>	<b>67,228</b>	<b>32,228</b>

**TOWN OF CHARLESTOWN**  
**Five Year Capital Improvement Plan**  
**General Worksheet**

**Five Year Capital Plan (FY2022 - FY2026) with Extended Outlook**

<u>Department</u>	<u>Description</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027-2031</u>	<u>FY2032+</u>
Town Hall	Town Hall Building (Old Police Station)							1,480,325
	Town Hall Annex / Garage						1,581,400	
	Town Hall Building							1,968,300
	Exterior		10,000		10,000		10,000	10,000
	Roof					100,000		100,000
	HVAC				300,000			30,000
	Electrical			10,000			50,000	
	Parking Lot Paving & Landscaping			100,000				100,000
	On Site Waste Water (Septic System)							50,000
	On Site Water Supply (Public Well)							25,000
	Town Hall Communications Tower							57,000
	Emergency Generator							150,000
	Residential "Lock Box"	10,000						
	<b>Subtotal</b>	<b>10,000</b>	<b>10,000</b>	<b>110,000</b>	<b>310,000</b>	<b>100,000</b>	<b>1,641,400</b>	<b>3,970,625</b>
Wastewater Management	Denitrification Septic Sysem Prototype	17,000						
	<b>Subtotal</b>	<b>17,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL</b>		<b>2,622,555</b>	<b>1,701,328</b>	<b>2,185,678</b>	<b>1,936,674</b>	<b>1,735,661</b>	<b>5,471,731</b>	<b>17,808,082</b>



**TOWN OF CHARLESTOWN**  
**Fiscal Year 2021 - 2022**

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3-26-21 approved	FY22 Town Council
01.995.8931.000	EXPENDITURE	Transfer In - GIS Project Revenue	\$5,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9910.000	EXPENDITURE	Transfer to External Fuel Tank - CRCC	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9911.000	EXPENDITURE	Transfer to Asphalt Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9913.000	EXPENDITURE	DPW Road Engineering	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9915.000	EXPENDITURE	Revaluation	\$65,000	\$65,000	\$50,000	\$50,000	\$50,000	\$65,000	\$65,000	\$50,000	\$50,000
01.995.9916.000	EXPENDITURE	Transfer to Police Pension	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$230,000	\$230,000
01.995.9919.000	EXPENDITURE	Transfer to Open Space Bond Fund	\$0	\$0	\$343,961	\$343,961	\$343,961	\$0	\$0	\$0	\$0
01.995.9920.000	EXPENDITURE	Transfer to Environmental Resilience & Adaptation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
01.995.9921.000	EXPENDITURE	Transfer to Affordable Housing - Initiatives	\$0	\$5,736.37	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0
01.995.9926.000	EXPENDITURE	Webbed Based GIS	\$0	\$2,000.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0
01.995.9930.000	EXPENDITURE	Burdickville Rd Improvement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9934.000	EXPENDITURE	Transfer to Tree Removal (moved to DPW Budget effective FY22)	\$0	\$35,000.00	\$50,000.00	\$50,000.00	\$50,000	\$50,000	\$50,000	\$0	\$0
01.995.9945.000	EXPENDITURE	Transfer to FEMA Winter Storm NEMO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9954.000	EXPENDITURE	General Fund Budgeted Surplus	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9958.000	EXPENDITURE	Transfer to Waste Water Testing	\$5,600	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9960.000	EXPENDITURE	CRCC Enterprise Transfer	\$25,000	\$25,000	\$16,410	\$16,410	\$16,410	\$25,000	\$25,000	\$19,446	\$19,446
01.995.9965.000	EXPENDITURE	Employee Severance Benefit	\$150,000	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000	\$200,000
01.995.9966.000	EXPENDITURE	Transfer to Old Mill Road	\$1,006,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9983.000	EXPENDITURE	Facility Maint Spec Account	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01.995.9985.000	EXPENDITURE	Transfer to Pond & Beach Preservation	\$250,000	\$250,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$350,000	\$350,000
01.995.9990.000	EXPENDITURE	Health Care Rsv Fund (OPEB's)	\$450,000	\$250,000	\$325,000	\$325,000	\$325,000	\$325,000	\$325,000	\$285,000	\$285,000
01.995.9993.000	EXPENDITURE	Transfer to Legal Reserve	\$110,225	\$15,200	\$124,651	\$124,651	\$124,651	\$131,160	\$131,160	\$0	\$0
01.995.9997.000	EXPENDITURE	Transfer to Landfill Monitoring	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$0
01.995.9999.000	EXPENDITURE	Town Capital Maintenance Fund	\$150,000	\$257,520	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
			\$2,512,865	\$1,090,456	\$2,460,022	\$2,460,022	\$1,460,022	\$1,146,160	\$1,146,160	\$1,299,446	\$1,299,446
		<b>Total Expenditures</b>	<b>\$27,748,282</b>	<b>\$26,672,888</b>	<b>\$30,134,024</b>	<b>\$30,164,688</b>	<b>\$15,437,343</b>	<b>\$31,835,763</b>	<b>\$32,762,187</b>	<b>\$30,244,048</b>	<b>\$30,244,048</b>

**SUPPLEMENTAL INFORMATION**  
**FY2021 - 2022**

**995 – TRANSFERS OUT:**

**995-9915 TAX ASSESSOR - REVALUATION - \$ 50,000**

To continue to set aside funds that will be needed to complete future Full and Statistical Revaluations in 2022, 2025 and 2028.

Historical Revaluation Contract Costs:

	<b>Contract Cost</b>	<b>+</b>	<b>Internal Time/Materials Costs</b>	<b>=</b>	<b>Total Reval Cost</b>	<b>Parcel Count +/-</b>	<b>Cost /Parcel</b>
<b>EST: 2028 Statistical Revaluation</b>	\$140,000.00		\$5,000.00		\$145,000.00	6,450	\$22.48
<i>(NOTE: To include Pictometry oblique photography)</i>							
<b>EST: 2025 Statistical Revaluation</b>	\$140,000.00		\$5,000.00		\$145,000.00	6,450	\$22.48
<i>(NOTE: To include Pictometry oblique photography)</i>							
<b>EST: 2022 Town-wide Revaluation</b>	\$275,000.00		\$8,000.00		\$283,000.00	6,450	\$43.88

Full Town-wide Revaluations are being bid at \$45.00 to \$50.00 per parcel, and a Statistical Revaluation at \$16.00 to \$30.00 per parcel, with no internal Assessor's office assistance or use of Pictometry oblique imagery.

The current Rhode Island General Law requires tri-annual revaluations.

**SUPPLEMENTAL INFORMATION**  
**FY2021 - 2022**

**995 – TRANSFEERS OUT (cont'd):**

**995-9916 – TRANSFER TO POLICE PENSION-\$ 230,000**

As of 6/30/2019 the total liability was \$14,270,311 and the Police funding ratio was 66.3%.

**995-9920 TRANSFER TO ENIRONMENTAL RESILIENCE & ADAPTATION - \$15,000**

Funds to establish a Committee or Ad-hoc committee to examine local climate change impact to develop mitigation plans.

**995-9960 – CRCC SUBSIDY - \$19,446**

Transfer to offset operating expenditures and capital improvements at the collection center.

**995-9965 – EMPLOYEE SEVERANCE BENEFIT FUND - \$200,000**

Funds set-aside in a non-lapsing, non-transferable reserve account to be utilized when employees retire to offset costs of accumulated vacation, sick, and personal time per recommendation of auditors. Level funded with the prior year. Fund balance at 07/01/20 was \$656,853.93.

**995-9985 – POND & BEACH PRESERVATION - \$350,000**

Funds to support projects that will improve the water quality of the three coastal salt ponds. Fund balance at 07/01/20 was \$339,894.

**995-9990 – HEALTH CARE RESERVE FUND (OPEB) - \$285,000**

Funding of other post-employment benefit liability for retiree healthcare. As of June 30, 2020, the total OPEB liability was \$8,376,683, the fund balance was \$7,787,478 as of 6/30/20, and the fiduciary net position as a percent of the total liability of 115.52% for CPMA was 91.23% for Police.

**995-9993 – TRANSFER TO LEGAL RESERVE - \$0**

Fund balance as of 7/1/20 was \$381,088. Remaining funds from Special and Legal Services in FY20 were \$124,651.

**995-9997 – LANDFILL MONITORING - \$0**

Funding of expenditures to monitor the landfill closure. This was a new fund in FY17. Fund balance at 07/01/20 was \$64,854

**995-9999 – TOWN CAPITAL MAINTENANCE FUND - \$150,000**

Funds for town-wide capital maintenance, projects and renovations. Fund balance at 07/01/20 was \$180,564.

**Transfers Out TOTAL REQUESTED BUDGET - \$1,299,466**

**TOWN OF CHARLESTOWN**

Fiscal Year 2021 - 2022

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3 26-21 approved	FY22 Town Council
05.000.3520.000	REVENUE	Interest Income	\$396	\$266	\$225	\$225	\$49	\$225	\$225	\$225	\$225
05.000.3530.000	REVENUE	Bag Tag Revenue	\$71,055	\$70,010	\$90,000	\$90,000	\$49,240	\$90,000	\$90,000	\$90,000	\$90,000
05.000.3540.000	REVENUE	General CRCC Revenue	\$102,352	\$98,474	\$70,000	\$70,000	\$62,270	\$70,000	\$70,000	\$70,000	\$70,000
05.000.3543.000	REVENUE	Recyclable Revenue	\$5,328	\$5,259	\$4,000	\$4,000	\$4,510	\$4,000	\$4,000	\$4,000	\$4,000
05.000.3550.000	REVENUE	Unclassified Revenue	\$75	\$25	\$150	\$150	\$0	\$0	\$0	\$0	\$0
05.000.3560.000	REVENUE	General Fund Subsidy	\$25,000	\$25,000	\$16,410	\$16,410	\$16,410	\$19,446	\$19,446	\$19,446	\$19,446
05.000.3565.000	REVENUE	CRCC Stickers	\$35,055	\$36,900	\$36,000	\$36,000	\$17,900	\$36,000	\$36,000	\$36,000	\$36,000
			<b>\$239,261</b>	<b>\$235,934</b>	<b>\$216,785</b>	<b>\$216,785</b>	<b>\$150,379</b>	<b>\$219,671</b>	<b>\$219,671</b>	<b>\$219,671</b>	<b>\$219,671</b>

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission	FY22 Town Council
05.000.4985.000	EXPENDITURE	Bank Charges	\$16	\$0	\$100	\$100	\$584	\$1,000	\$1,000	\$1,000	\$1,000
05.000.5010.000	EXPENDITURE	CRCC Wages	\$69,931	\$59,717	\$65,192	\$65,192	\$43,049	\$65,885	\$65,885	\$65,885	\$65,885
05.000.5010.001	EXPENDITURE	CRCC Non-Pension Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
05.000.5010.004	EXPENDITURE	CRCC Longevity Wages	\$2,707	\$2,801	\$3,804	\$3,804	\$1,673	\$2,899	\$2,899	\$2,899	\$2,899
05.000.5015.000	EXPENDITURE	CRCC Seasonal Wages	\$10,162	\$12,024	\$11,520	\$11,520	\$2,713	\$12,288	\$12,288	\$12,288	\$12,288
05.000.5025.000	EXPENDITURE	CRCC Overtime Wages	\$2,756	\$2,215	\$2,700	\$2,700	\$3,084	\$2,800	\$2,800	\$2,800	\$2,800
05.000.6020.000	EXPENDITURE	Operating Supplies	\$2,329	\$2,620	\$2,700	\$2,700	\$468	\$2,800	\$2,800	\$2,800	\$2,800
05.000.6040.000	EXPENDITURE	Maintenance & Repairs	\$4,763	\$11,192	\$7,000	\$7,000	\$6,499	\$7,500	\$7,500	\$7,500	\$7,500
05.000.6045.000	EXPENDITURE	Uniforms, Boots, Safety Items	\$986.98	\$857.31	\$1,500.00	\$1,500.00	\$644	\$1,500	\$1,500	\$1,500	\$1,500
05.000.6046.000	EXPENDITURE	Utilities	\$13,700	\$12,383	\$15,000	\$15,000	\$5,396	\$15,000	\$15,000	\$15,000	\$15,000
05.000.6050.000	EXPENDITURE	CRCC Licensing	\$1,000	\$3,800	\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$4,000	\$4,000
05.000.6055.000	EXPENDITURE	Waste Management	\$48,161	\$49,396	\$48,000	\$48,000	\$27,257	\$48,000	\$48,000	\$48,000	\$48,000
05.000.6060.000	EXPENDITURE	Waste Management Recycle	\$23,893	\$22,261	\$22,660	\$22,660	\$11,859	\$23,360	\$23,360	\$23,360	\$23,360
05.000.6075.000	EXPENDITURE	Tools & Equipment	\$73	\$0	\$980	\$980	\$0	\$1,010	\$1,010	\$1,010	\$1,010
05.000.9205.000	EXPENDITURE	FICA Tax	\$6,450	\$5,667	\$6,351	\$6,351	\$3,715	\$6,351	\$6,351	\$6,351	\$6,351
05.000.9210.000	EXPENDITURE	Health Insurance	\$12,423	\$15,679	\$15,120	\$15,120	\$10,603	\$15,120	\$15,120	\$15,120	\$15,120
05.000.9215.000	EXPENDITURE	Dental Insurance	\$854	\$1,254	\$945	\$945	\$663	\$945	\$945	\$945	\$945
05.000.9220.000	EXPENDITURE	Life Insurance	\$348	\$348	\$350	\$350	\$145	\$350	\$350	\$350	\$350
05.000.9225.000	EXPENDITURE	Employer Pension Contr -	\$5,674	\$5,237	\$5,620	\$5,620	\$2,548	\$5,620	\$5,620	\$5,620	\$5,620
05.000.9952.000	EXPENDITURE	Roll Off Container 5YR LP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
05.000.9996.000	EXPENDITURE	Workers Comp Insurance	\$2,514	\$3,042	\$2,823	\$2,823	\$0	\$2,823	\$2,823	\$2,823	\$2,823
05.000.9999.000	EXPENDITURE	Depreciation	\$104	\$0	\$420	\$420	\$0	\$420	\$420	\$420	\$420
			<b>\$208,843</b>	<b>\$210,492</b>	<b>\$216,785</b>	<b>\$216,785</b>	<b>\$120,900</b>	<b>\$219,671</b>	<b>\$219,671</b>	<b>\$219,671</b>	<b>\$219,671</b>
		<b>NET</b>	<b>\$30,418</b>	<b>\$25,442</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,479</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**SUPPLEMENTAL INFORMATION**  
**FY2020-2021**

**CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC):**

**REVENUES:**

**3520 – INTEREST INCOME \$225**

Interest income earned on average daily checking and investment account balances.

**3530 – BAG TAG REVENUE \$90,000**

Revenue derived from the sale of bags tags estimated at 30,000 bag tags at \$3.00 each.

**3540 – GENERAL CRCC REVENUE \$70,000**

Income realized from the disposal of white goods and demolition materials at the CRCC.

**3543 – CRCC RECYCLABLE REVENUE \$4,000**

Income realized from recyclable material deposited at the CRCC.

**3553 – UNCLASSIFIED REVENUE - \$150**

Miscellaneous revenues.

**3560 – GENERAL FUND SUBSIDY \$19,446**

Subsidy from the General Fund used to offset the costs of recycling and general operations. Any net income earned in this enterprise fund is specifically targeted to reduce the existing debt originated from net losses incurred in prior years.

**3565 – CRCC PERMITS \$36,000**

Revenue derived from the sale of annual CRCC entry stickers estimated at 1,800 stickers at \$20.00 each.

---

**CRCC BUDGETED REVENUE \$219,671**

**SUPPLEMENTAL INFORMATION**  
**FY2020-2021**

**CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC) (cont'd):**

**CRCC EXPENDITURES:**

**5010 – BANK CHARGES \$1,000**

**5010 – WAGES \$68,784**

Wage rates and longevity amounts are based on the anticipated Teamsters Local 251 Collective Bargaining Agreement. Wages are currently provided for 4 days of CRCC operation: Monday, Thursday, Friday and Saturday.

	2020-2021			Total
	Wage	Longevity Amount	Longevity Years	
Landfill Foreman (50% B&G, 50% CRCC)	28,994	2,899	42	\$ 31,893
Landfill Laborer (20% B&G, 80% CRCC)	36,891			36,891
	65,885	2,899		<u>\$ 68,784</u>

**5015 – SEASONAL WAGES \$12,288**

Seasonal full-time employee (32 hours) at \$16.00/hour for 24 weeks (\$12,288).

**5025 – OVERTIME WAGES \$2,800**

Level funded with the prior year.



**SUPPLEMENTAL INFORMATION**  
**FY2020-2021**

**CRCC EXPENDITURES (cont'd):**

**6020 – OPERATING SUPPLIES \$2,800**

Fuel, lubricating oil, grease, etc.

**6040 – MAINTENANCE & REPAIRS \$7,500**

Funds to repair and maintain compactors, general repairs, miscellaneous tools and annual scale calibration.

**6045 – UNIFORMS, BOOTS & SAFETY ITEMS \$1,500**

Uniforms, boots and other supplies for employees per their labor contract.

**6046 – UTILITIES \$15,000**

Telephone, heat and lights for the CRCC.

**6050 – CRCC LICENSING – \$4,000**

This account provides funds for the Licensing renewal of the transfer station/collection station and for the Leaf and Yard Waste Composting Facility License renewal. Renewals are due every 3 years (due June 2021). This account also provides funds for annual Compost Sampling at CRCC as required by RIDEM.

**6055 – WASTE MANAGEMENT \$48,000**

Cost to haul and dispose of municipal waste at the RIRRC landfill in Johnston, RI. The 2021 contracted haul cost is \$180/haul, plus \$54/ton disposal fee and the 2022 contracted haul cost is \$180/haul, plus \$54/ton disposal fee.

**6060 – WASTE MANAGEMENT RECYCLING \$23,360**

Cost to haul recyclables to Johnston, RI estimated at 100 hauls at \$180 per haul for FY 2021 and FY 2022. Disposal of recyclables is presently available at no cost per RIRRC contract.

**6075 – TOOLS & EQUIPMENT \$1010**

Small miscellaneous tools needed for CRCC operations.



**SUPPLEMENTAL INFORMATION**  
**FY2020-2021**

**CRCC EXPENDITURES (cont'd):**

**9205 – FICA TAX \$6,351**

7.65% of proposed payroll.

**9210 – HEALTH INSURANCE \$15,120**

50% of premiums for Foreman and 80% of premiums for Operator.

**9215 – DENTAL INSURANCE \$945**

50% of premiums for Foreman and 80% of premiums for Operator.

**9220 – LIFE INSURANCE \$350**

50% of premium for Foreman and 80% of premium for Operator.

**9225 – EMPLOYEE RETIREMENT \$5,620**

50% of ER contribution for Foreman and 80% of ER contribution for Operator.

**9952 – ROLL-OFF CONTAINER (capital improvement) \$1,930**

Cost to lease purchase a 50 cubic yard roll-off container used to store and haul waste. Total estimated lease expense is \$7,325 (\$6.6k principal + \$700 interest) over 5 years.

**9996 – WORKERS COMPENSATION INSURANCE \$2,823**

Calculated at 4.33% of wages.

**9997 – DEPRECIATION \$420**

Based fixed asset database projection for depreciation.

**CRCC REQUESTED EXPENDITURES \$219,671**

**TOWN OF CHARLESTOWN**

Fiscal Year 2021 - 2022

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3- 26-21 approved	FY22 Town Council
06.000.3525.000	REVENUE	Mooring Waiting List Application Fee	\$426	\$1,000	\$0	\$0	\$700	\$0	\$0	\$0	\$0
06.000.3535.000	REVENUE	Mooring Revenue	\$56,488	\$59,318	\$59,330	\$59,330	\$420	\$59,465	\$59,465	\$59,465	\$59,465
06.000.3536.000	REVENUE	Interest Income	\$201	\$122	\$200	\$200	\$415	\$200	\$200	\$200	\$200
06.000.3550.000	REVENUE	Miscellaneous Revenue	\$450	\$80	\$0	\$0	\$0	\$0	\$0	\$0	\$0
06.000.3555.000	REVENUE	Retained Earnings Transfer	\$0	\$0	\$5,847	\$5,847	\$0	\$7,323	\$7,323	\$7,323	\$7,323
			\$57,565	\$60,520	\$65,377	\$65,377	\$1,535	\$66,988	\$66,988	\$66,988	\$66,988

Account	Account Type	Description	FY2019 Audited	FY2020 Audited	FY2021 Adopted	FY2021 Adjusted	FY21 Actual as of Dec 31, 2020	FY22 Dept. Request	FY22 Town Administrator	FY22 Budget Commission 3- 26-21 approved	FY22 Town Council
06.000.4950.000	EXPENDITURE	Harbor Computer Maintenance	\$6,910	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000	\$2,000
06.000.5015.000	EXPENDITURE	Harbor Master Wages	\$23,135	\$22,880	\$33,689	\$30,405	\$16,696	\$33,239	\$33,239	\$33,239	\$33,239
06.000.5025.000	EXPENDITURE	Harbor Master Overtime Wages	\$1,066	\$579	\$2,094	\$2,094	\$492	\$2,064	\$2,064	\$2,064	\$2,064
06.000.6015.000	EXPENDITURE	Dues & Subscriptions	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
06.000.6020.000	EXPENDITURE	Operating Supplies	\$2,525	\$4,953	\$3,274	\$3,274	\$1,003	\$3,545	\$3,545	\$3,545	\$3,545
06.000.6030.000	EXPENDITURE	Mooring Software fee	\$2,802	\$2,958	\$2,598	\$2,598	\$180	\$2,604	\$2,604	\$2,604	\$2,604
06.000.6035.000	EXPENDITURE	Fuel & Oil	\$2,041	\$1,800	\$2,895	\$2,895	\$1,325	\$2,745	\$2,745	\$2,745	\$2,745
06.000.6040.000	EXPENDITURE	Maintenance & Repairs	\$3,386	\$6,677	\$3,200	\$3,200	\$1,205	\$3,200	\$3,200	\$3,200	\$3,200
06.000.6050.000	EXPENDITURE	Professional Development	\$0	\$0	\$100	\$100	\$0	\$100	\$100	\$100	\$100
06.000.6075.000	EXPENDITURE	Tools & Equipment	\$847	\$1,993	\$2,000	\$5,284	\$5,193	\$2,000	\$2,000	\$2,000	\$2,000
06.000.6091.000	EXPENDITURE	Public Education & Outreach	\$0	\$0	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
06.000.6120.000	EXPENDITURE	Vehicle Maintenance/Repairs	\$1,803	\$3,968	\$2,000	\$2,000	\$1,497	\$2,000	\$2,000	\$2,000	\$2,000
06.000.6130.000	EXPENDITURE	Navigational Aids	\$2,342	\$2,310	\$2,000	\$2,000	\$1,363	\$2,000	\$2,000	\$2,000	\$2,000
06.000.6140.000	EXPENDITURE	Mooring Installation & Removal	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$0	\$0
06.000.6160.000	EXPENDITURE	Harbor Management Plan Review	\$77	\$0	\$250	\$250	\$0	\$250	\$250	\$250	\$250
06.000.6170.000	EXPENDITURE	Maintenance of Town Dock	\$485	\$0	\$500	\$500	\$0	\$500	\$500	\$500	\$500
06.000.9205.000	EXPENDITURE	FICA Tax	\$1,851	\$1,795	\$2,737	\$2,737	\$1,315	\$2,701	\$2,701	\$2,701	\$2,701
06.000.9996.000	EXPENDITURE	Worker's Compensation Ins	\$1,346	\$1,304	\$1,500	\$1,500	\$0	\$1,500	\$1,500	\$1,500	\$1,500
06.000.9999.000	EXPENDITURE	Depreciation Expense	\$5,439	\$5,439	\$5,440	\$5,440	\$0	\$5,440	\$5,440	\$5,440	\$5,440
			\$56,057	\$56,658	\$65,377	\$65,377	\$30,305	\$66,988	\$66,988	\$66,988	\$66,988
		<b>NET</b>	<b>\$1,509</b>	<b>\$3,862</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$28,770</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**HARBOR MASTER / COASTAL PONDS:**

**REVENUES:**

**3535 - MOORNG PERMIT REVENUE - \$59,465**

<b>Recreational Mooring Permits</b>	
Number of Permits	293
Fee \$	135
<b>Total</b>	<b>\$ 39,555</b>
<b>Waterfront Recreational Mooring Permits</b>	
Number of Permits	134
Fee \$	135
<b>Total</b>	<b>\$ 18,090</b>
<b>Commerical Mooring Permits</b>	
Number of Permits	7
Fee	260
<b>Total</b>	<b>\$ 1,820</b>
<b>TOTAL PERMITS</b>	<b>434</b>
<b>Total Projected Mooring Permit Fee Revenue</b>	<b>\$ 59,465</b>

**3536 - INTEREST INCOME - \$200**

Interest income earned on average daily checking and investment account balances.

**3555 - RETAINED EARNINGS TRANSFER - \$7,323**

Transfer from Coastal Ponds Enterprise Fund to offset operating expenditures of the Harbor Department

**TOAL PROJECTED REVENUE FROM MOORING FEES AND TRANSFERS IN - \$66,988**

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**EXPENDITURES:**

**4950 – COMPUTER MAINTENANCE - \$2,000**

Equipment, software, and repairs for Harbor Department desktop, laptop, and patrol vessel mobile data terminals (MDT's).

**5015 – HARBORMASTER WAGES - \$33,239**

Wage rates for one (1) Harbormaster and three (3) Assistant Harbormasters appointed positions. The Harbormaster and Assistant Harbormasters are year-round positions; however, the Assistant Harbormasters are utilized primarily on a seasonal basis.

<b><u>Harbormaster</u></b>		<b><u>Asst. Harbormasters</u></b>	
July 1 - June 30th		July 1 - June 30th	
Rate	\$22.85	Rate (Average)	\$17.27
Hours	850	Hours	800
Wages	\$19,423	Wages	\$13,816
<b>Total Wages</b>		<b>\$33,239</b>	

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**EXPENDITURES (Cont'd):**

**5025 – HARBORMASTER OVERTIME WAGES - \$2,064**

Overtime and Holiday Wages for Harbor personnel at one and one-half (1 ½) times base hourly rate at a maximum of eight (8) hours for Memorial Day, Independence Day, and Labor Day.

	<b><u>Harbor Master</u></b>	<b><u>Asst. Harbor Master</u></b>	<b><u>2nd Asst. Harbor Master</u></b>
Memorial Day	\$274	\$207	\$207
Independence Day	\$274	\$207	\$207
Labor Day	\$274	\$207	\$207

**6015 – DUES AND SUBSCRIPTIONS - \$100**

State Harbormaster Association membership dues.

Harbor Master Association Membership	\$65
Other Subscriptions and Memberships	\$35

**Total Dues and Subscriptions                      \$100**

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**EXPENDITURES (Cont'd):**

**6020 – OPERATING SUPPLIES - \$3,545**

Harbor department normal operating expenses to include office and mooring permit supplies, postage, department wireless cellular/data plans, and Assistant Harbormaster cell phone stipends.

<b>Office Supplies</b>			
Envelopes	\$150	Mooring Permit Stickers	\$100
Postage	\$250	Misc. Office Supplies	\$200
Printing Supplies	\$400		
<b>Office Supplies Total</b>	<b>\$1,100</b>		
<b>Verizon</b>			
	<b>Jan - Dec Per Month</b>		<b>Apr- Oct \$25/Month</b>
Harbor Department Phone and Data	\$160	Personal Cell Phone Use Stipend (Asst #1)	\$175
		Personal Cell Phone Use Stipend (Asst #2)	\$175
		Personal Cell Phone Use Stipend (Asst #3)	\$175
<b>Total</b>	<b>\$1,920</b>	<b>Total (7 Months)</b>	<b>\$525</b>
<b>Verizon Total</b>	<b>\$2,445</b>		

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**EXPENDITURES (Cont'd):**

**6030 – MOORING SOFTWARE FEE - \$2,604**

Online Mooring Service processing fee of six (6) dollars per processed new and renewal mooring permit applications on all mooring permit types. This total is based off a projected total of four-hundred and thirty-three (434) mooring permits.

Recreational Mooring Permits	293
Waterfront Mooring Permits	134
Commercial Mooring Permits	7
<b>Total Permits</b>	<b>434</b>
<b>Online Mooring Processing Fee (Per Issued Permit)</b>	<b>\$6.00</b>

**6035 – FUEL AND OIL - \$2,745**

Fuel and two-stroke oil needed for patrol vessels, and fuel for Harbor Department vehicle from police department fleet fuel pump.

	<b><u>Gallons</u></b>	<b><u>Price Per Gallon (Projected)</u></b>	<b><u>Cost</u></b>
Boats	500	\$3.25	\$1,625.00
Vehicle	400	\$2.30	\$920.00
		<b>Total</b>	<b>\$2,545.00</b>
2-Stroke Oil (Gals)	5		
Price Per Gallon (Projected)		\$40	
		<b>Total</b>	<b>\$200</b>



**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**EXPENDITURES (Cont'd):**

**6040 – MAINTENANCE AND REPAIRS - \$3,200**

Seasonal maintenance and repairs to Harbor department patrol vessels. Includes spring commissioning for season, winterizing for storage in off season, and required maintenance and repairs to maintain in-service status.

**6050 – PROFESSIONAL DEVELOPMENT - \$100**

Training and seminars.

**6075 – TOOLS AND EQUIPMENT - \$2,000**

Tools for completing harbor related mooring duties, navigation safety markings, and vessel maintenance and repairs. Addition, replacement, or sustainment of patrol vessel safety equipment and electronic navigation equipment as required. Addition, replacement, or sustainment of computer equipment.

**6091 – PUBLIC EDUCATION AND OUTREACH - \$1,000**

Public boating safety education and outreach via social media, publications, and seminars.

**6120 – VEHICLE MAINTENANCE AND REPAIRS - \$2,000**

Maintenance and repairs to Harbor Department pickup as required.

**6130 – NAVIGATIONAL AIDS - \$2,000**

Addition, replacement, and sustainment of navigational buoys and hardware for marking of the Charlestown and Quonochontaug breachways channels identifying the recommended navigational routes in and out of the ponds when entering and exiting the through the breachways. Navigational and regulatory buoys within Ninigret and Quonochontaug Ponds marking potential hazards to navigation and speed controlled no-wake zones. Hardware includes an anchor, chain, and shackles for securing buoys in a fixed location.

**6140 – HARBOR MANAGEMENT PLAN REVIEW - \$250**

Review, changes/amendments, and public notice advertisement costs associated with the towns approved Harbor Management Plan.

**6170 – TOWN DOCK MAINTENANCE - \$500**

Maintenance and repairs to Town Dock.

**SUPPLEMENTAL INFORMATION**  
**FY 2021-2022**

**EXPENDITURES (Cont'd):**

**9025 – FICA TAX - \$2,701**

7.65% of proposed total payroll.

Percentage of Total Payroll 7.65%

Total Payroll \$35,305

**9996 – WORKERS COMPENSATION INSURANCE - \$1,500**

**9999 – DEPRECIATION - \$5,440**

Based fixed asset database projection for depreciation. Year seven (8) of projected ten (10) year depreciation of 20' Pioneer Harbor Patrol Vessel, motor, and trailer.

---

**Expenditures TOTAL REQUESTED EXPENDITURES \$66,988**

